



The following information has been made in order to inform and assist parents on general school policies and procedures which have been defined in the following key areas:

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# SCHOOL HOURS

Opening time : 8.30 am - 3.15 pm

School gate opens at 8.30 am in the morning and 2.50 pm in the afternoon

After School: 3.15 pm - 4.15 pm • School Gate will open at 4 pm

School Office Hours: 8.30 am - 1 pm / 2 pm - 4 pm

• We kindly request that all school hours be respected •

For any urgent matters please contact: Anna Maria 339.7911937

Lessons start at 9 am

Children are expected to be in class by 8.50 am

Parents are asked not to enter classes after 9 am.

Children are encouraged to enter their classroom independently

Children who arrive late to school are kindly requested to be left in the school office to then be taken to their class .

Late arrivals will need to wait for the next lesson to start before entering in order not to disrupt the class and Teacher .

If you would like to arrange a meeting with your Class Teacher and/or Head Teacher please contact the office , 06.71354252 .

# EDUCATIONAL PHILOSOPHY

The school's goal is to provide excellent personalised English education to children in Rome for ages 3 to 11.

The key aspects of its educational philosophy to achieve this goal are:

- (a) the school is a community in which all the children can play an active part in terms of their own capabilities;
- (b) the school acknowledges the academic needs of children of all capabilities;
- (c) the child is encouraged to participate in the life of the school, considering the needs of others and developing a sense of responsibility to himself and to the community;
- (d) the school is responsible for meeting the intellectual needs of the individual through imparting knowledge and teaching the basic skills of learning, thinking and problem solving;
- (e) the school has a responsibility to work in collaboration with the home in meeting the intellectual, physical, social and emotional need of the child;
- (f) every child deserves an understanding of himself and his place in society;
- (g) the school is committed to high academic standards so that all children can achieve their maximum potential;
- (h) discipline is a quality which should be developed through a child's understanding of it's necessity, rather than through rigid imposition, and permits self expression within the limits of the school's standards of conduct;
- (i) the main criterion for admission is the evaluation of the child's ability to benefit from the school;
- (j) resources are to be directed towards effective teaching/learning opportunities providing excellent teaching staff and educational facilities.

The school is based upon the following principles which are to be adhered to in its updating:

- (a) the curriculum follows current primary school practice in Britain (UK National Curriculum) with special regard for the unique pupil population in Rome and the educational philosophy of the school.
- (b) The curriculum is considered to be the sum of planned learning experiences provided by the school. As such, it is not just a list of subjects and content but involves the teaching-learning process and choices about what is to be learned ( skills, knowledge, values), by whom it is to be learned (characteristics of learners) and how it is to be learned (approaches and resources).
- (c) The curriculum is planned to foster the intellectual, creative, affective, social and physical development of each child. Attention is given to balance between different areas with emphasis on Language Arts. There is some subject teaching and some integrated study. As a general rule, subject disciplines with their own specific knowledge and skills become more distinct as pupils move up the school, but attention is paid to the “wholeness” of knowledge and to skills and values developed across subjects.
- (d) Pupils' learning experiences are planned from the starting point of their own level of development with individual as well as class and group instruction. Progress is monitored and certain standards are expected to be reached by the end of each level through class tests given on a regular basis. Individual help is given to those pupils who do not make satisfactory regular progress and to those whose previous experience make it difficult for them to reach our expectations. If possible the school will provide extra help for children whom English is a second language, although classroom work is planned with needs of these pupils in mind.
- (e) The curriculum is broad and balanced within the areas of instruction offered.
- (f) The curriculum reflects in each subject a coherent, orderly progression through the School.

## CURRICULUM

- (g) The curriculum permits children to enter the School and subsequent British-type schools with minimum academic dislocation.
- (h) The curriculum is reviewed by professional staff at least annually, with due consideration to the latest educational and environmental developments, to ensure that it continues to meet the needs of the children in line with the School goals and philosophy.

## HOMEWORK

The policy on homework is based on our conviction that if a child has worked hard during the school day there should be little need for additional work in the evening. A second conviction however is that children benefit greatly from the involvement and interest of parents in their school week. We therefore encourage all children to take home a book in the evening to look at with parents and to read with them, when they reach the stage of reading on their own in Class 1 along with either an English language exercise or maths exercise. Children at this stage should not spend more than 20 minutes doing their homework. As children proceed up the school, alongside reading every evening, they are also given language or maths work as well as topic subjects covered during the day e.g. Science, History, Geography for Classes 4-6 and topic work for Classes 2 and 3.

For children in Classes 2 and 3 we recommend no more than 30 minutes to complete homework. For children in Classes 4-6 no more than 45-60 minutes.

Any homework not completed should be accompanied by a written explanation from the parents. For justified absences of more than 3 days parents may request homework for their child. For unjustified absences homework will not be given, however students are encouraged to read.

## HOMWORK PROGRAMME

Homework programme is an afterschool programme and is optional for Classes 1-6. During this hour children will be grouped and supervised by Britannia Teachers. Children will be guided and helped in the homework assigned by their Class teacher, however will not be followed independently.

The aim is to complete the homework in the time given however children may need to finish off at home. All reading homework will be started, however we strongly suggest to go over reading with your child at home.

## REPORTS

There are 2 main sets of reports sent to parents each year for Classes 1-6; the first is sent at the end of the 1st term the second at the end of the 3rd term. For Kindergarten and Transition and end of year report will be issued in June.

During the middle of the 1st term and 3rd Term a verbal report is made to parents of pupils which comments on the child's progress and social integration.

Parents will be informed if their child is not doing as well as he/she could or is not settling well into school. Teachers should consult the Head first.

Any letters received or sent will be placed in the child's folder.

## DISCIPLINE

All teachers are responsible for maintaining a high standard of discipline. Children should be encouraged by example to behave properly at all times. We aim to develop in children an ability to control themselves and a sense of responsibility for their own actions.

We encourage a healthy respect for authority based on fairness and the needs of all and a thoughtful response to matters concerning safety.

Children are expected to walk quietly when moving around the building and to eat lunch in a quiet and mannerly way

At playtimes rough play which might lead to fighting or injury is forbidden, as is the use of sticks, stones or the throwing of any objects.

Children must stay within the limits of the area provided for them.

For safety reasons children who are not attending after school activities must leave the school ground by 3.40 pm.

Children should not bring valuable belongings to school from home, nor should they bring toys or items to exchange. Mobile phones and electronic equipment are forbidden as well as toy guns or similar games and toys. If found, they will be confiscated and parents will be asked to collect them from the office.

The use of vulgar and/or offensive language as well as foul and/or aggressive gestures are forbidden. The school will strongly consider suspending a pupil in such cases.

Children must not be discriminated against in any way.

*“ Discipline is the bridge  
between goals  
and accomplishment ”*

## GARDEN SUPERVISION GUIDELINES

Children must stay in their own gardens and respect their class's timetable to play in designated areas.

Children should not play around the cars parked at the back or entrance of the school. Playing with or throwing sticks/stones is not allowed.

Rough play is strictly forbidden.

Children who do not respect the rules may be referred to the Head teacher, if possible immediately, if not then as soon as possible.

Children should be encouraged to go to the toilet before playtime and not to come in and out of the building for any reason. They must ask permission of the person on duty before coming in.

In case of rain during playtime breaks children should stay in their own classrooms supervised by their own class teacher.

## HOME TIME SUPERVISION

Please make sure children are properly supervised both on the school grounds and in the parking area once collected at home time. The school is not responsible for any accidents after being picked up by a parent or guardian.

During school hours children are always supervised both in class as well as during their playtime. Teachers on duty encourage children to play appropriately and do not allow climbing on school property etc.

We would appreciate your support in reinforcing this with your child.

The front and back campo must not be used out of school hours.

## LUNCH TIME SUPERVISION GUIDELINES

Children are expected to sit in a quiet and mannerly way.

Children should go to the toilet and wash their hands before lunch so there should be no need for a lot of movement during the meal time.

When finished children should sit quietly at the table until told to leave.



## PUPIL ATTENDANCE

A register is kept for each class.

Please notify the school in advance if your child will be arriving late or will be collected early for any reason. If a child needs to be picked up before the end of the school day, the early pick up time is 1.30 pm for all classes. Any changes regarding your child's pick up must be notified by a written note to the school the day before.

In the case of a foreseen absence the parents should inform the school giving reasons for intended absence.

Children absent from school without previous explanation should bring a note giving details of the absence.

Children absent more than 5 days must provide a medical certificate upon their return to school. Pupils must be punctual on arrival to school. Teachers are not responsible for any missed work due to late arrivals on behalf of the pupil and will decide when the missed work will be done.

The school can not lend class reading and exercise books during the summer.

A fine will be given for any misuse, loss or theft of school books and equipment.

## LUNCH AND SNACK

All children must bring a mid morning snack to school. It is up to parents to decide what to send to school, however the school suggests to not send too many sweets or soft drinks too often. No glass containers are allowed.

The school lunch is provided by Romana Catering (certified ISO 14001).

The school lunch menu will be handed out at the beginning of the school term.

The school will not reimburse school lunch fee for any changes made during the year and for long term absences.

For any specific requests regarding your child's diet please contact the office.

The Romana Catering will be able to provide special diets only with a medical certificate.

## BIRTHDAY CELEBRATION POLICY

Please ask your Class teacher the policy regarding celebrating your child's birthday at school.

## ACCIDENT AND ILLNESS

Procedures to be followed are:

Whoever is available (teacher not teaching) attend to the child or see that he/she is attended to.

Parents will be contacted and further action will be taken if necessary.

If parents cannot be reached a note will be sent home at the end of the day.

This is important if the child has had an accident with no apparent consequences, but needs to be watched (e.g. after a fall or knock on the head)

In case of an emergency parents will be contacted immediately. If needed the school will call an ambulance.

If a child needs to take any medication, the school requires a medical certificate as well as written permission from the parents.

Children are asked to be kept at home until no fever for 24 hours

Runny nose clears up

Sore throat a doctor determines the cause and that no strep infection exists and the throat is healed

Cough no presence of cold, fever or flu symptoms. If coughing exhausts the child or disrupts the class, keep the child at home

Earache a doctor examines the ears and recommends the child returns to school, or if there has been no pain for 24 hours

Rash a doctor determines the cause and recommends the child returns to school

Red or watery eyes return to normal or child is already using a medication prescribed by a doctor for at least 24 hours

Upset stomach or diarrhoea no further problem exists and the child is eating normally without experiencing an upset stomach or diarrhoea

Lice child has been treated and school has been informed. Children are allowed back to school only with a medical certificate.

Please check your child's hair regularly and inform us if you find any lice or eggs so that the entire class will be checked. The school does occasionally carry out checks on the children. Only with the collaboration of parents will we be able to combat them.

## SCHOOL TRIPS

Class trips will be organised by the school and a letter will be sent home informing parents regarding location, date and costs. Trips cannot be refunded.

## CAR PARK

Please ensure you drive slowly in the car park and avoid dropping off your children in the No Parking area which blocks the entrance near the main entrance gate.

Children are not to be left alone in the car park.

## BUS SERVICE

Children using the bus service are asked to be punctual for both morning and afternoon stops. The school must be informed in advance regarding any changes.

For those who need to use the bus service on rare occasions must inform the school two days before. There will be a cost for this service. Please contact the office.

Children must wear their seatbelts at all times and are not allowed to leave their seats during the journey.

Children are asked to behave properly while on the bus.

## LIBRARY

Children have weekly library times. The rules are very simple.

Each child may borrow 1 book at a time for a 1 week period.

If they have not finished reading their books they may renew them.

Each child is responsible for returning the same books (in the same condition).

Any lost or damaged books will be charged.

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Any book donations are greatly appreciated!

## SCHOOL UNIFORM

Children are requested to wear their school uniform every day.

The uniform consists of :

white britannia top

blue / grey/ black bottoms ( trousers, tracksuit, leggings, skirt )

Adequate comfortable shoes must be worn at all times ( preferably no laces )

## LOST PROPERTY

We strongly suggest that you label both your child's clothes and belongings as it is not the school's responsibility. The school will occasionally display Lost and Found items. Lost property is sent to the Lost Property box, so please check there if your child misplaces anything. At the end of each term any unclaimed item will be given to a local charity.

We strongly request that children do not bring toys or any valuable items to school. The school will not be responsible for any lost or damaged items.

## RE - ENROLMENT

For pupils who wish to enrol for the following academic year must do so by the deadline given: end of January of the current year.

The reenrolment consists of filling out the re-enrolment form sent home in the 2nd term and proceeding with the payment of the re-enrolment fee no later than the end of January of the current year. Late re-enrolment will not be considered and therefore the School cannot ensure availability for the pupil for the following academic year.

## SCHOOL FEE PAYMENT

Fees are payable in three equal instalments on the first school day of the month of September, December and April. Any balance overdue by more than 15 days from the date of the statement of account will be subject to a penalty charge of 1% per month. If a student's fee remains unpaid 30 days after the statement has been sent, the school reserves the right to suspend the student until full payment is made.

School reports will not be issued if payment remains unsettled.

Students withdrawn from the school during the academic year or students who do not start attending without giving the school 3 months notice are not entitled to a refund on fees and reenrolment fees already paid and are obliged to pay the remainder of the fees for the school year.