

PRIMARY SCHOOL INFO

ENTRANCE TO SCHOOL

I have to wait outside, at the opening indicated at the beginning of the school year by the Management.

When the bell rings, I have to enter the school in an orderly manner without delaying or running.

I have to reach my classroom or the area in the corridor set up for my class, where one of the teachers is waiting for me.

If I am late, I will have to bring a note in the diary / notebook of parental justification.

If I often arrive late I will be reported to the Headmaster's office for disciplinary sanctions.

The delay will still be recorded by the teacher on the Electronic Register.

HOW TO JUSTIFY ABSENCES?

The teacher records the absence on the Electronic Register; the parent must justify, through a specific function, on the Electronic Register.

In case of infectious diseases it is advisable to inform the school.

In case of prolonged absences for family reasons, it is necessary to notify the Management.

NOT LUNCH AT SCHOOL

If I use the canteen service but occasionally I don't want to use it:

- I have to notify it in the diary / notebook to the teacher
- I have to justify as indicated on the site that provides the service.

I can go out → h.12: 15

I can go back → 14:00

IF I AM ABSENT, HOW DO I RECOVER LESSONS AND TASKS?

- If I have been absent for one or more days I have to consult the electronic register for the written and oral tasks that I have to carry out by my return.
- Or in a manner agreed with the teachers

PERMITS AND OUTSIDE OUT OF HOURS

At the beginning of the school year parents must fill out a form, with a maximum of three adult names, delegating who can pick me up from school. This may occur if I am unwell or I have to go for a medical examination or for therapy.

If it is a "planned" delay (eg medical examination), the parent communicates it the previous day in the diary / notebook to the teacher. The delay will still be recorded by the teacher on the Electronic Register.