

Information for foreign students

Language (Inglese)

A) School details

Name: _____

Type of school: _____

Address: _____

Telephone: _____

Fax: _____

e-mail: _____

B) information about staff and administration

Headteacher: _____

Administrative Director: _____

Deputy Headteacher: _____

Foreign students supervisor: _____

Office opening hours: _____

School starts at: _____

School ends at: _____

C) Enrolment

Students are enrolled in the class corresponding to their age as certified or declared. Although, the school can assign the student to a lower class after considering the students school career and testing their knowledge, skills at the moment of enrolment.

⇒ **How to enroll**

1. Collect the enrolment form at the school office
2. Fill in the form following the instruction
3. Hand in the form at the school office

⇒ **Document to be attached to the form:**

1. Anagraphic Documents

- Identity Card/Passport
- Codice fiscale
- Birth Certificate
- Citizenship certificate
- If one or more of the above documents is unavailable provide a signed letter containing the required information.

2. Sanitary documents

- Vaccinations Certificate.

If this document is missing, students can start school. Families will contact the Aziende Sanitarie Locali -A.S.L.- to check the documentation or to complete the missing vaccinations.

3. School Documents

Enrolling students must present an official document certifying the school career in

the home country. An official translation of the documents into Italian must be attached to the originals.

D) Useful information

The school office can provide further information about the following:

- School fees
- Laboratory fees
- Public transports
- Cafeteria service
- School books
- scholarships
- insurance

E) Essential information on the school calendar and the organization.

In Italy school activities last at least 200 days per school year. Classes start in the first half of September and finish by the 10th of June.

Periods of school holidays by law:

- normally, 13 days at Christmas – New Years
- normally, 6 days at Easter

National/regional civilian or religious holidays marked on the year calendar are to be added to these two periods.

Attendance is mandatory for all classes.

Morning classes start at and finish at.....

Afternoon classes start at..... and finish at..... On the following days:

Classes are suspended for a half morning break of minutes during which students must keep inside the school premises.

Each class group is formed by males and females without any differentiation based on gender.

Families can choose if their children will or will not attend catholic religion classes by filling in the specific form in the school office.

F) Absence and delays

For students under the age of 18, parents are to request anticipated exits or entrance delays and must always justify absences. If the student is 18 or over they can sign their own justification/request.

Further and more specific details will be found in the Regolamento di Istituto.

G) WHAT IS THE SCHOOL CURRICULUM?

The document containing information about the school curriculum is the Piano dell'Offerta Formativa (P.O.F).

The P.O.F. describes the educational, didactic, and organizational choices operated by the scholastic institution.

An abstract of the P.O.F. is given to families during enrollment procedures. The abstract contains:

- educational aims;
- weekly timetable;
- subjects;
- extra curricular projects, such as welcoming and initial inclusion of foreign students, italian as a second language classes;
- activities which aim at protecting and preserve the language and culture of the foreign students, and promoting intercultural education.

The complete text of the P.O.F. is available in the school office and displayed in the bulletin board.

The Headteacher

School – family meetings

(Guideline for the structured interview to be held after enrolment)

AIMS

- Receive and guide foreign students in their school career, in order to prevent failure, marginalization, abandonment;
- Promote integration while respecting and comparing ethnic and cultural differences;
- Gather information about personal history, their family and their school career;
- Gather information about educational aspiration of the student and their family;
- Provide information about school organization;
- Provide information about school-family communication procedures.

INTERVIEW MODALITY

- The interview will take place in a private room inside the school building, in order to assure an atmosphere which will encourage a trustworthy, respectful relationship.
- The information provided by the family during the interview will be strictly reserved.
- The family can request a copy of the interview report.

School personnel participating to the interview

Here follows a list of the people who could participate to the interview together with the headteacher:

- Person responsible for immigration within the school;
- Cultural/linguistic mediator;
- Teacher speaking the student's native language (if present in the school);
- The student's Italian language teacher;
- Coordinator of the class which.

INTERVIEW CONTENTS

STUDENT'S PERSONAL DETAILS

- Name, surname, gender, nationality, year of birth, arrival date in Italy, mother tongue (L1), place of residence, means of transport used to reach the school, dietary requirements (if school lunch is provided), particular situations.

FAMILY INFORMATION

- Anagraphic composition
- Immigration history
- Family members' jobs in Italy
- Life style of the family in their native country (jobs; description of their home, their neighbours, places attended; food; public events, songs, TV programs; habits of particular interest; relation with native country authorities; most popular sports; frequency of use of books, computer, telephone, internet)

SCHOOL HISTORY

- Typology of the school attended, history of school career, favorite subjects, difficulties, relationship with teachers and peers.

LINGUISTIC SITUATION

- Information about the language spoken by the student (L1).
- Other languages known by the student (L2, L3,...).
- General linguistic situation of the family (languages spoken in the family).
- Level of knowledge of Italian in the family (for measurement, it is suggested to use the levels of competence "Basic", "Independent" e "Proficient" contained in the Common European Framework for Language Reference completed by the Council of Europe¹).
- Level of knowledge of Italian of the student (as above).
- Presence of a linguistic/cultural mediator in the family or outside the family.

EXTRACURRICULAR ACTIVITY OR PERSONAL DISPOSITION

- Sport activities
- Frequency of peers (Italian and/or foreigners, males or females) outside school
- Spare time activities:
 1. Time spent in front of the TV daily.
 2. Time spent reading daily.
 3. Time spent in ludic activities at home daily.
 4. Time spent in ludic activities outside daily.

N. B. It is advisable to configure the interview model both on paper and magnetic support.

¹ The Common European Framework of Reference for Languages established general descriptors for the knowledge of languages, dividing them in three levels: basic, independent, proficient. Each level is further divided into two sublevels:

- ⇒ A₁ or Breakthrough (introductory and discovery level) and A₂ or Waystage (intermediate or survival level);
- ⇒ B₁ or Threshold (which ends the elementary stage) and B₂ or Vantage (independent level);
- ⇒ C₁ or Effectiveness (level of proper operative efficiency with full autonomy) and C₂ or Mastery (advanced level, proficiency in language extended to most complex situations).