

Vademecum

*To support and facilitate the communication
between the school and the families of
students who aren't Italian citizens*



Dear parents,

*if you have decided or are deciding to enrol
your child to the "Goffredo Mameli"
comprehensive school, this VADECUM, which
has the aim of informing you about the school
organization, might be helpful*

WHAT YOU WILL FIND IN THIS DOCUMENT:

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2. Some informations about the italian school system p.5
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UFFICI DI SEGRETERIA

Viale della Vittoria, 2

00036 Palestrina (RM)

Telefono: 06/9538171 – Fax: 06/9534166

Sito Internet: www.mamelipalestrina.it

E-mail:

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Orari di ricevimento

	Morning	Afternoon
MONDAY	From 11:00 to 12:00	From 15:00 to 16:00
TUESDAY	From 8:30 to 9:30	
WEDNESDAY		From 15:00 to 16:00
THURSDAY	From 11:00 to 12:00	
FRIDAY		From 15:00 to 16:00

If you want to contact the head office of the institute you can call the number 069538171 and ask for an appointment with the principal



ITALIAN SCHOOL SYSTEM

The Italian school system welcomes children from three years.

In Italy it is compulsory to attend school from six, for at least ten years or, at least, until you graduate from high school or you get a professional qualification before you get 18.

The "G. Mameli" comprehensive institutes is made of the following school ranks:

<i>School Rank</i>	<i>Period</i>	<i>Age</i>
<i>Childhood school</i>	Three years (optional)	From three to six years
<i>Primary school</i>	Five years (compulsory)	From six to eleven years
<i>First grade secondary school</i>	Three years (compulsory)	From eleven to fourteen years

- **CHILDHOOD SCHOOL:** it is not compulsory but it is strongly recommended; it allows the children to develop and strengthen important competences about: identity, languages, creativity, expressiveness, logic abilities. It also allows the students to learn the rules to live together and avoid conflicts.
- **PRIMARY SCHOOL:** All the children who turn six before 31st December are forced to enroll, even if they haven't attended the childhood school. The parents are responsible of it. Primary school lasts five years; admission to the following class happens after assignment of marks. It is possible to choose between the 27 and 40 weekly hours program:

<p>27 weekly hours (morning time)</p>	<p>- 4 days from 8:20 to 13:20; - 1 day from 8:20 to 12:20; - 1 day from 8:20 to 16:20 With paid school canteen Free saturday</p>
<p>40 weekly hourse (full time)</p>	<p>- 5 days from 8:20 to 16:20 With paid school canteen Free saturday</p>

ATTENTION: to know the weekly time schedule of the different primary schools of the "G. Mameli" institute check point 6 of "Le scuole dell'Istituto Comprensivo G. Mameli" (p.15)

- **FIRST GRADE SECONDARY SCHOOL:** children get in it after their fifth year of primary school. It lasts three years:

The weekly schedule is composed of 30 hours (from monday to friday, from 8:10 to 14:10)

At the end of the third year there is an exam. Only those who have had 6/10 grades in every subject including behaviour are accepted.

IT IS ALSO HELPFUL TO KNOW THAT....

- ❖ If you have arrived in Italy when the school has already started you can still enroll your child in school: your children will attend school right after you enroll them
- ❖ If you live far away from the school or you can't take your children to school, you can make use of the schoolbus (you have to pay for it)

- ❖ It is necessary to enroll your child only for the first



SCHOOL ENROLLMENT AND INSERTING

year of every school, for the following years the enrollment is automatic

- ❖ It doesn't matter if your residency permit isn't ok: the school welcomes everyone

-3-

School enrollment can be done online following these steps:

-Go to the school website "www.mamelipalestrina.it"

-Click on the menu and on "Iscrizioni anno scolastico 20../20..". A page with the button "Iscrizioni online" will open; by clicking on it you will be sent to the page that gives some helpful informations. On top there are three buttons: "Come fare?"; "Registrati"; "Accedi"

-Click on "Come fare?" and follow the registration procedure;

- Once you will be signed up you will be able to enroll by filling in the form and sending the request to the school.
- Automatically a confirmation receipt will be sent to you. If you can't enroll online or you need help, you can rely on the secretary offices (phone numbers on p.5) the administrative staff will help you

Documents for enrollment

- **Students tax code;**
- **Possible documentation of the previous school.**

INSERTING OF THE STUDENT IN THE CLASS AND SECTION

First of all it is necessary to specify what we mean by "class" and "section"

"Sections" are indicated by the letters of the alphabet.

"Classes" are indicated by ordinal numbers.

Since in a school there are more classes of the same level they need to be indicated with the letters of the alphabet too which shows the section.

In which class or section will a new member of "G.Mameli" school be put in?

- If it is a child between three and five years he/she will be put in the section of the childhood school according to his/her age
- A child that turns six before the 31st December will be put in the first class. In a lot of school systems children start school at seven years; if your daughter or son is seven but has never attended primary school, he/she will start from the first class.
- If it is a student between seven and eleven years he/she will go to the class that follows the one that he/she attended in his/her country.
- If the enrollment happens when the school has already started, the new student will continue the class he/she has already started in his/her country.

Teachers can ask to put the child in a lower grade even just for a while, to help the child. Such decision is taken after an accurate observation and examination

Childhood school and primary school students can be



WHO CAN PICK UP YOUR CHILD FROM SCHOOL: DELEGATIONS

picked up only by their parents or those serving as parents. When you enroll your child you will be asked to write the names of those who are allowed by you to pick up your child in case you can't.

The delegations consists of declaring that someone you trust can substitute you to pick up your child.

ATTENTION

In case of early exits from school, children can be picked only by their parents or those written in the delegation, no one else!

What you need to do to delegate

As well as the indication of name and relationship, it is necessary to give the school:

- Copy of the identity document of whoever does the delegation (mother or father);
- Copy of the identity document of the delegated person;

The copies will have to be signed by both the delegator and the delegated



WHAT CAN A STUDENT THAT DOESN'T TAKE CATHOLIC RELIGION LESSONS DO

If you don't want your daughter or son to take part of the catholic religion lessons you have to say it when you enroll your child and you also have to specify what you would like him/her to do in substitution of the two hours of catholic religion lessons (two weekly hours during childhood and primary school; one weekly hour during first grade secondary school). You can choose among:

- **Alternative subject:** The teacher will choose the subject (you can still suggest something)
- **Assisted study:** This is more likely to happen in first grade secondary school
- **Late entrance or early exit:** This is not always possible because it depends from your child schedule (religion lessons may be placed in the central hours, and not in the first ones or last ones)



THE SCHOOLS OF THE
COMPREHENSIVE
INSTITUTE
"GOFFREDO MAMELI"

The comprehensive institute "Goffredi Mameli" contains various schools, placed in Palestrina and Carchitti. Following the class/sections of the schools along with their schedules for the school year 2015/16

<i>Type of school</i>	<i>Address</i>	<i>Number of classes/sections</i>	<i>Weekly schedule</i>
Childhood school	Palestrina, Via Porta del Sole s.n.c.	5 sections: A, B, C, D, E	Morning time
	Carchitti, Via Lago S. Caterina s.n.c.	3 sections: A, B, C	Full time, Ore 8:00 – 16:00
Primary school	Palestrina, Viale della Vittoria, 2	16 classes: I [^] A, B, C, D II [^] A, B, C III [^] A, B, C IV [^] A, B, C V [^] A, B, C	Classes of section A and I [^] B: Full time, ore 8:20 – 16:20 Classes of sections B, C: Morning time.

	Carchitti, Via Vittorio Veneto s.n.c.	8 classes: I [^] A, B II [^] A, B III [^] A IV [^] A, B V [^] A, B	Full time, ore 8:20 – 16:20
First grade secondary school	Carchitti, Via Lago S. Caterina s.n.c.	5 classes: I [^] A II [^] A, B III [^] A, B	Ore 8:10 – 14:10



PERIODIC SCHOOL-FAMILY MEETINGS

Teachers periodically meet students' parents to inform them about their children's school performance and any other important news. Usually, during the school year, there are the following meetings from 4:30 PM to 6:30 PM:

<i>PERIOD</i>	<i>TYPE OF MEETING</i>
October	Class/Section representative election
November-December	Bimestrial meeting
February	Assessment document delivery
April	Bimestrial meeting
June	Assessment document delivery

It is very important to participate to the periodic meetings, but in case you can't you can ask the teachers to set an appointment on another day.

You can also ask the teachers to set an appointment for any other communication you think is important.

If you want any explanation or you want to suggest anything you can contact the class/section representative who works as the parents' spokesman.

It is important to always be in contact with the class/section representative.

Important: all the parents are entitled to become their children's class representative



ABSENCES, EARLY EXITS, SCHOOL TRIPS

- **Absences:** Absences must always be justified. In the first grade secondary school there is a specific little book for justifications; in primary and childhood school one of the parents has to communicate to the school the reason of his/her child's absence writing something either on his/her diary or notebook. Absences of five days or even more must be justified with:

Medical certification if the absence was caused by an illness	Autocertification if the absence wasn't caused by an illness
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- **Early exits:** During the school year it may happen that a student has to leave the school earlier. There can be many reasons. In this case you only need to go to your child's school and sign a specific document. In a school year every student can't leave early more than five times. If your child feels sick in school, the school will

call the child's parents who will have to pick him/her up (These kind of early exits aren't part of the five you are allowed to do)

Extremely important:

Only the students' parents or those who are delegated can pick up the child from school

- ***School Trips:*** During the school year teachers organise school trips that usually happen during the school hours. If your child's class is planning to go on a school trip you will be sent an auctorisation which is a form, to fill in and give back to the teachers, in which you give your consent to the initiative. In the form all the informations (time, teachers, price, ecc.) are written. Obviously no one is forced to take part to the school trips. For the school trips in Palestrina no auctorisation is needed. In fact when you enroll your child you sign an auctorisation to allow your children to go on school trips in Palestrina, but the teachers will inform you anyway.
- ***Longer school trips:*** Teachers can decide to organise a longer school trip (more than one day) to visit new places; in this case families are informed way earlier

and these school trips will only take place if the majority of the students are allowed to go.



WHICH SUBJECTS ARE STUDIED IN SCHOOL

Childhood school

There is no subject but different kinds of activities finalized to promote the development of the child's identity, autonomy, competence and start to citizenship.

Primary school:

Since the first class:

Italian language;	Science;
English language;	Music;
History;	Arts;
Geography;	Physical Education;
Mathematics;	Technology;
Catholic religion (optional);	Behaviour.

First grade secondary school:

There are the same subjects as primary school but there is also a second foreign language (French)



SCHOOL EVALUATION

In primary school and first grade secondary school, school evaluation happens in two specific moments during the school year:

- ❖ After the first four months;
- ❖ At the end of the school year.

First school evaluation (after the first four months): The first four months usually end on 30th January. Immediately after this date there are scrutinies, teachers' meetings to decide each student's grades. The grades will then be automatically printed and given to the families on a specific date.

Final evaluation: It is structured the same way as the first evaluation, the only difference is that on the document it is also written if the child is admitted to the following class. For the children attending the third and last year of first grade secondary school the admission concerns the possibility to sustain the exam.



THE EXAM AT THE END OF THE FIRST GRADE SECONDARY SCHOOL

➤ Admission.

To be admitted to the final exam, the child must have a 6/10 grade in every subject, including behaviour. By the end of the school year both the names of the students who are admitted and the ones of those who aren't will be hung up on the showcase of the school.

➤ The exam.

The exam is made of:

- 1) Four written tests;
- 2) A national test;
- 3) An oral test.

1. The four written tests concern: Italian language, English language, Maths and Science; second foreign

language (French). The tests are made up from the school council.

2. The national test is given from the INVALSI and it's made up of two tests (Italian and Maths).
3. The oral test is a multidisciplinary interview on the subjects studied during the last year of school.

➤ Final grade.

It's made from the average of the grades of every single test and the final grade that the student had at the end of his final year. The exam is passed only if the student gets a 6/10 grade.

➤ Competence certificate.

At the end of the exam, along with the diploma that has the final grade, the Competence certificate will be given, too. It consists of the description of the competence goals reached by the student.