



FONDI STRUTTURALI EUROPEI **pon** 2014-2020



Ministero dell'Istruzione, dell'Università e della Ricerca  
Dipartimento per la Programmazione  
Direzione Generale per interventi in materia di edilizia scolastica, per la gestione dei fondi strutturali per l'istruzione e per l'innovazione digitale  
Ufficio IV

PER LA SCUOLA - COMPETENZE E AMBIENTI PER L'APPRENDIMENTO (FSE-FESR)



**I Circolo Didattico "San Filippo" – Città di Castello**

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**TO THE PARENTS OF THE STUDENTS- COMMUNICATION N.1**

Dear family,

as the school principal of the first "Circolo Didattico San Filippo", I would like to wish all the students and families a nice academic year from me and all the staff of the school.

We will certainly have time to meet each other

in the next days or in the meetings of October, but from the beginning of the academic year it would be useful to send you some organisational communications that will allow us to sketch out a good organization in the school.

School calendar:

At the kindergarten the educational activities will start the 12 of September (10 September at Monte Santa Maria Tiberina's school, and will finish the 30 of June 2019. At the primary school, indeed, the scholastic activities will be carried out from the 12 of September (10 september at Monte Santa Maria Tiberina's school), until the 8 of June 2019.

Interruption of the lessons:

a. For holidays recognised by the current legislation :

- Every Sunday
- 1 November, "Tutti i Santi"
- 8 December, "Immacolata Concezione";
- 25 December, Christmas;
- 26 Dicembre, "Santo Stefano";
- 1 January, New Year's Eve;
- 6 January, Epiphany;
- 22 April, Easter Monday;
- 25 April, Anniversary of the Liberation;
- 1 May, Labor Day;
- 2 June, National Day of the Republic;
- Patron Saint Festival;

b. For holidays recognised by the Region;

- 2 and 3 November 2018, "Ognissanti";
- From the 24 of December 2018 to the 6 of January 2019 included: Christmas holidays;
- From the 18 April 2019 to the 25 April included: Easter holidays;

Any possible day of interruption of the activities will be communicated after the decision of the School board.

For a gradual start of the activities, the afternoon's activities will start from 19/09/2018.

1. Methods of communication with parents:

a. Parents will be advised from the school in case of early exit; in these cases, means of transport are not guaranteed.

School always communicates any case of strike. In the possible day of strike, parents will have to verify the regular functioning of the school and of the class. Parents are obviously invited to the class meetings, school meetings ecc. through a written communication in which will be showed the time and the place of the meeting (gradually, written communications will be replaced by online communications in the board of the electronic register).

Dates of the meetings:

Period	Meeting	Parents
June/ September	Meeting with parents of the students (reception for those who attend the first year of school)	All the parents
October	School meeting for the presentation of the activities and elections for the board meeting	All the parents
November	School board meeting	Parent's representatives
November	Meeting between Parents and teachers	All the parents
January	School board meeting	Parent's representatives
February	Evaluation document	All the parents
March	School board meeting	Parent's representatives
April	Meeting between parents and teachers	All the parents
May		
June		

School board meeting

Evaluation document      Parent's representatives

## All the parents

It's important to remember that the meetings with the teachers can't be made during the lessons but teachers are available, for the primary school, each week in the programming's days, and for the kindergarten, at the end of the educational service. By the way, the moment of the entrance and the exit of the students from the school, is an opportunity of communication.

For reasons of security and education, IT IS ABSOLUTELY FORBIDDEN for all the parents to enter in the school buildings during the lessons, except for serious problems. After the beginning of the scholastic activity, it is not allowed the stay at school of parents or outsiders, except cases authorised in advance. It is forbidden the entrance at school by outsiders who are not involved in the educational streams of the PTOF.

The parents who enroll their children at the kindergarten undertake to bring them to school regularly, paying attention to the daily schedule; for kids of the second and third year the full frequency is highly recommended. Moreover, the kindergarten's entrance gates must be closed at 9.15, due to reasons of security. It is recalled that the time

of entry – exit, and reception of the primary school and the kindergarten need to be followed strictly to:

- a. Not disturb the scholastic activities;
- b. Not put at risk the children because of a reduction of monitoring.

### 2. Entrance/ Exit and School/ Family relationships

a. Students come to school 5 minutes before the beginning of the lessons, thus, teachers will be in the classrooms at least 5 minutes before the beginning of the scholastic activities. In case of necessity, students who are transported by certain means of communication, such as bus, have the possibility to come to school before that the teachers arrive; in this case, the school collaborators on duty will supervise the kids.

Parents who are forced to bring their children to school before the five minutes before the beginning of the lessons, are requested to fill in the specific request that will be authorised by the school Director (A1 MODEL).

At the beginning of the day teachers will do some reception activities, so delays must be avoided to not deprive the students of this important opportunity. For delays of more than 5 minutes, parents will have to fill in the register of justification, that they will find at the entrance of the school. Students who delay are however admitted in the classroom, after having verified the justification.

During the lessons, at the moment of the rest and the canteen, students can't go out from the school building. They can leave the school before its end ONLY UPON WRITTEN REQUEST of the parents and under the condition that children will be picked up from school by them or by an adult authorised by the parent.

In case of reluctance of the pupils, the teacher will advise the parents.

Regarding the late entrance or exit of the pupils compared to the regular beginning of the lessons, the parents will have to justify the entrance/exit in the register and the teacher, that notes the fact, will point out the fact to the Director, after 3 consecutive delays.

### 3. Health and sick leaves

Students are requested to be clean and dressed appropriately when they come to school. The presence of the students is compulsory during all the school activities.

In case of diseases, in light of all the rules of the prevention, the students can't attend school and the family has to inform the teacher. For the readmission to school of the students, the parents will have to draw up a self certification online, even if the pupil did just one day of absence. For quite a few years, what is required is just the self-certification online, thus, it is no longer possible to buy a paper attendance book : however, who still has it, can use it until its complete depletion.

At the entrance of each school building it is available a computer, in which parents can fill in the self-certification for the readmission at school, for payments and services of the electronic register.

Regarding cases of lice, parents are requested to advise immediately the teachers about suspicious or confirmed cases, with the purpose of contributing to the elimination of possible infections, adopting homogeneous preventions in the whole classroom, according to the arrangements of the ASL that will be communicated by the school.

In the light of the new indications expressed by the Ministry it is useful to underline that in the primary school students can't overcome the 50 days of absence, otherwise they won't be admitted to the following year.

### 3. End of the lessons/ Exit from school

a. At the end of the day, the pupils have to be picked up by parents or persons entrusted by them. In case of delegation the parents have to provide a list of the people they intend to entrust ( A1 MODEL). When the delegate comes to pick up the kid, he has to show his identity card. The students who come back home by bus are entrusted to the operator of the mean of transport.

b. Teachers, in case of absence of the parent or his delegate, at the moment of the exit of the pupil from school, after having tried to call them in vain, can require public intervention to the local police station.

c. The rule "a" is also valid for requests of early exit or at the return from school trips.

### INSURANCE AND ONLINE SERVICES

The insurance cover the injuries that can happen and the civil liability against third parties; it is possible to consult the insurance policy at school or in the school website.

**THE PUPILS ARE COVERED BY INSURANCE SINCE THE FIRST DAY OF SCHOOL: THUS, IS REQUESTED TO THE PARENTS TO PROVIDE TO THE PAYMENT OF THE AMOUNT REQUESTED WITHIN THE 30/09/18. THE TOTAL AMOUNT FOR EACH PUPIL IS 13 EUROS, THAT INCLUDE INSURANCE AND GENERAL SERVICES. (included 10 sms for urgent communications).**

The payment may be done by acceding to the service with any internet feed (pc,tablet,smartphon, ecc.) to the address:

[www.scuolesanfilippo.gov.it](http://www.scuolesanfilippo.gov.it) clicking on the link "Registro Elettronico".

In the annex to this note is delivered the annual password to access to the electronic register.

Who lose the user code and the

password can ask for them to the secretary.

For who has the necessity, at the entrance of each school building will be available a computer with the support of an operator. The payments can also be done through bank transfer to the bank CARIPARMA agenzia di Città di Castello – Viale Vittorio Veneto 12-

IBAN: IT 06 F 06230 21602 000063559670, registered to I Circolo Didattico "San Filippo" Città di Castello.

For students of the primary school, the payment of the apron has to be done online:

16,00 euros for 1 apron;

11,00 euros for 1 polo.

Your Sincerely,

School Principal, Massimo Belardinelli

**VIEWED MODEL AND RECEIVED PASSWORD (it has to be given to the class teacher)**

**The undersigned**

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**Parent/Tutor of the pupil**

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**Regularly registered at the current academic year 2018/2019 at the kindergarten/primary school of**

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**states to have received the communication number 1- start of academic year 2018/2019**

**Date**

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**Signature**

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