



ICSMILAN
INTERNATIONAL SCHOOL
Shaping the world

GENERAL SCHOOL POLICY

Regolamento Della Scuola

Created: June 2020

Review Date: June 2021

Summary

PREMISES	3
ICS ORGANISATION	4
<i>Senior Management Team</i>	4
<i>Senior Leadership Team</i>	4
<i>Middle Leadership Team</i>	4
<i>Administration Team</i>	5
GENERAL RULES	5
<i>Punctuality</i>	5
<i>Late Arrivals and Early Exits</i>	5
<i>Absences</i>	6
<i>Homework</i>	7
<i>Care of personal belongings</i>	7
<i>Respecting people and the environment</i>	7
<i>School uniform</i>	7
<i>Mobile phones, electronic devices, and valuable items</i>	7
<i>Medicines</i>	7
SCHOOL DAY	8
<i>Entrance time</i>	8
<i>Exit time</i>	8
<i>'Nominated people allowed to collect children from school'</i>	9
HOME-SCHOOL COMMUNICATION	9
LUNCH TIME AND SNACKS	10
IPAD AND LAPTOP (hereafter referred to digital devices) USE WITHIN THE EDUCATIONAL CONTEXT	10
SCHOOL TRIPS, RESIDENTIAL TRIPS AND EDUCATIONAL ACTIVITIES THAT ARE HELD OUTSIDE THE SCHOOL BUILDING	12
BREAK TIMES	13
EMERGENCIES AND ACCIDENTS	14
TREATMENT OF PERSONAL DATA AND PRIVACY	14
GENERAL RESTRICTIONS	15

PREMISES

At ICS Milan, our mission and vision is to deliver an educational programme which uses Design Thinking supported and underpinned by a STEAM approach.

We aim:

- to provide a caring, supportive and secure environment, where children and young people, passionate and curious about the world around them, learn, grow and develop in a creative and stimulating way.
- To ensure students and teachers work collaboratively; asking questions and challenging the accepted norm in order to find concrete solutions to complex problems.
- To develop a strong home-school partnership as an integral part of our community where we collaborate with parents and other stakeholders to ensure we are continually improving the learning experience and outcomes for our students.

Enquiry based teaching, computational thinking and research-based learning form the bedrock of our pedagogy. It is this pedagogy which runs as a continuum through our curriculum: from our youngest learners, who follow the EYFS framework, through the primary IPC and Cambridge Primary Programme and onto the IB MYP and IB diploma. Our curriculum enables students to gain a breadth and depth of knowledge and to flourish intellectually, physically, emotionally and ethically.

As a member of the Globeducate family of international schools, we promote and support the vision to prepare each student to become a global citizen who can shape the world.

In order to achieve our aim to develop a strong and effective Home-School partnership:

- a) Every individual is unequivocally entitled to their rights and responsibilities
- b) Families must actively participate in, and take shared responsibility for, their child's education while at ICS Milan
- c) The school community is built on the mutual acceptance of personal rights and duties, rooted in the mission and vision of the school

With the above aims in mind, families are encouraged to take an active part in their child's educational, cultural and emotional development during their time at the school.

This document, the School Policy, hereafter policy, aims to promote a school practice which enables the best possible impact and outcomes for each student.

Therefore, this policy should be read and considered as a resource to support and encourage our shared educational goals and practice.

Note

Specific and detailed policies on aspects of the school (eg curriculum, behaviour, assessment etc) are separate documents and are available to parents and are uploaded to parent portal (when activated)

Throughout the policy:

- Early Years refers to classes until the second year of Scuola dell'Infanzia
- Primary School (Year 1 – Year 6) refers to the last year of Scuola dell'Infanzia and to classes between first and fifth years of Scuola Primaria
- Secondary School/IB MYP (Year 7 – Year 11) refers to classes between first and third years of Scuola Secondaria di I grado and to first and second years of Scuola Secondaria di II grado
- Secondary School/IBDP refers to the last three years of Scuola Secondaria di II grado
- Administrative Secretary, hereafter secretary's office, refers to the office which is located within each ICS campus whose purpose is to manage the front office activities with families
- 'Head' refers to Head of Early Years, Head of Primary or Head of Years 7-11 as appropriate

ICS ORGANISATION

A staffing list is available for families and key staff are identified and shared on the school web site. Summary bios of teaching staff are shared with parents at the start of the academic year.

The number and nature of roles and responsibilities in the school will be reviewed annually and may be adjusted in line with the needs of the school.

Senior Management Team

The Senior Management Team at ICS Milan comprises:

- Executive Principal
- Head of Finance and Administration
- Head of HR (Group HR)
- School Managers – 1 School Manager for each school site (4)

Senior Leadership Team

The Senior Leadership Team at ICS Milan comprises:

- Executive Principal
- Head of Middle Years (Years 7-11) – MYP Coordinator
- Head of Primary (Years 1-6)
- Head of Early Years (0-Reception)

Middle Leadership Team

Whole School

- Stem Coordinator (whole school)
- Performing Arts Coordinator (whole school)
- Art and Design Coordinator (whole school)
- EAL Coordinator (whole school) *(from September 2021)*
- SENCO (whole school) *(from September 2021)*

Primary

- Primary school Italian Coordinator
- Primary Literacy Coordinator
- Primary Maths Coordinator *(from September 2021)*

Secondary

- Secondary school Italian coordinator

Early Years

- EY site Coordinator (4) – *Via Tenca site includes primary coordinator responsibilities*

Administration Team

- School secretaries (site specific)
- Admin and Finance (whole school)
- Auxilliary

GENERAL RULES

Punctuality

Punctuality at the beginning of lessons is a sign of respect and educational attention.

Each late entrance needs to be justified by the student's parent.

For students in Year 1 (*from September 2021*) above 'Late Entrance' means entering the classroom after 8.30 without previous justification.

'For Year 1 student 'Late Entrance' means entering the classroom after 9.00 without previous justification. For Early Years students 'Late Entrance' means entering the classroom after 9.15 without previous justification.

Late entrances will be noted on the general late entrances' register and on the class register by the teacher of the first hours lesson; after the fifth late entrance, the class teachers will notify their Head who will email parents. Late entrances will be marked on the report and will have impact on the behavioural grade (for Secondary School students).

Late Arrivals and Early Exits

Students can leave the school building before the end of the lessons, **Early Exit**, or arrive after the lessons have started, **Late Arrival, only in particular cases** after parents have sent a written request that has been approved by the Head. Written requests can be sent via email to the secretary's office or, after its activation, via the electronic register. Requests, apart from extraordinary cases, have to be received at least one day before the day the request refers to.

Late arrivals and early exits can be authorised for the following reasons:

- a. Proven delay of public transport
- b. Competitive Sports activities recognised by CONI according the following regulation ([D.P.R. 122/2009](#), artt. 2 e 14, [D.Lgs 59/2004](#) art. 11, [Circolare MIUR n. 20 in data 4.3.2011](#), [Lettera MIUR in data 2.3.2011 prot. 2065](#));
- c. Musical or artistic activities of proven importance;
- d. Therapies;
- e. Medical appointments;
- f. Major family reasons.

Other reasons' requests must be submitted, via the secretary's office, to the Head and approved by the Head Excluding cases a. (proven delay of the public transport) and f. (major family reasons), no other reasons will be accepted by phone or per e-mail on the same morning.

Late arrival is authorised **at the end of the morning break time or before lunch time**, depending on each class' timetable.

Early exit is authorised:

- For **Early Years and Years 1 before or after lunch time**, according to each class' timetable;
- For **Primary and Secondary school before lunch time and at the end of the breaktime** (depending on each class' timetable)

Early exit due to sports or musical or artistic activities will be authorised based on the sport or artistic clubs' calendar signed by the parents as well.

Late arrivals and early exits due to ongoing therapies will be authorised based on the medical institute's calendar signed by parents as well, with special exemption from entrance and exit timings.

Absences

In Primary and Secondary School, as compulsory schooling, absences due to reasons other than family or health are not permitted.

Each student's number of absences is regulated by art.14, comma 7 of DPR 122/2009, that reads "...at the end of the school year, [...], to proceed with the final report of each student, it is required that the student attended at least three quarters of their personalised yearly timetable. The school can establish, for exceptionally motivated cases and extraordinary exemptions, variations for the first cycle to the above limit. These exceptions are provided for documented and continual absences on the condition that these absences do not affect, according to the school's judgment, the possibility to produce the report of the interested student. The missing attainment of the minimal attendance, including the recognised exemptions, leads to the exclusion of the final marks assignment and does not permit admission to the next class or end of cycle exam".

Exemptions from attending of $\frac{3}{4}$ of the total school hours are for the following:

- a. Major diseases
- b. Extended / Frequent hospital admissions
- c. Absences due to contagious disease with stated dismissal by public facility
- d. Absences caused by early exits due to proven competitive sports competitions
- e. Participation in artistic/ musical performances of proven importance
- f. Family or personal distress' conditions that are recognised by the school
- g. Certified therapies

Even in these cases progression to the next year is determined by meeting the academic criteria of the programmes of study.

Every time absences have to be communicated by 9.30 per e-mail or, after its implementation, through the electronic register, even when these are one day-absences. After several absences the Coordinator reserves the right to contact the parents directly for appropriate evaluation.

In the case of particular contagious diseases, medical certification is necessary in order to come back to school. If absences happen frequently and are unjustified, the Head will inform the parents in order to recommend that they pursue a cooperative behaviour with the school to avoid undermining the right to education that the Italian Republic Constitution ensures to all citizens. If families do not recognise their children's mandatory school attendance (by serious occasional attendance or missing lessons), the School Manager will promptly inform the court about the specific rule breached of the civil code.

Homework

Homework is an integral part of helping students to develop independent learning and a way of consolidating and extending classroom learning as well as developing research skills. In case of absence, it is the parents' responsibility to promptly recover the missed lessons and ask for the assigned daily tasks. These can be requested by parents by ringing the school during the morning, by 10.00, and collecting them from the secretary's office from 15.30 (if homework cannot be emailed). Requests received after 10.00 will be fulfilled the next day, at 15.30. In the secondary school, it is the students' responsibility to catch up on missed work.

Care of personal belongings

It is the parents' responsibility to regularly help students to take care of every aspect of their daily commitments, and to promote a good performance within the school day by day by providing students with all the required materials useful for lessons and activities. If students repeatedly forget their materials, the Coordinator will inform the parents. At secondary school level, the student must take responsibility for their belongings and ensuring they have the correct equipment for their lessons each day. This is part of their journey to independence and effectively managing their time.

Respecting people and the environment

The school promotes a respectful attitude towards people and objects. Students need to be supported in adopting a correct and respectful behaviour towards people, the environment and their classmates' materials and belongings. Any damage caused will result in a relevant compensation.

School uniform

ICS adopts a school uniform that allows students to feel comfortable and independent and to develop a sense of belonging to the school. During lessons students have to wear the ICS school uniform. Additionally, during the PE lessons students must wear the ICS tracksuit. Items need to be clearly labelled with name and surname to avoid becoming mixed up and lost so that they can be easily identified. After the fifth time in the same month that this rule has not been followed without a proper reason, the Head has the right to provide the student with a new school uniform taken from the school's storage, asking the secretary's office to send the relevant invoice to the family. The Head or the secretary will ring the parents to inform them.

Mobile phones, electronic devices, and valuable items

Students are not allowed to bring to school mobile phones or other electronic devices (D. P. R. 249/1998, art. 3) and any other item that does not concern the offered educational activities. In addition, students are not allowed to bring to school money or valuable items, apart from their personal digital device (iPad, laptop from Year 10).

MYP students (Years 7-11) who own a mobile phone must give it to their first hour teacher and will collect it before leaving the school building. Students' mobile phones will be kept in a specific locked cupboard.

The school will not be responsible for any lost or damaged items that do not relate to the school activities and that have been forgotten and/or left unsupervised.

Medicines

Any medical issues must be notified to the school upon enrolment through the proper form. Teachers and school staff members are not authorised to give students medicines, over-the-counter drugs or dietary supplements. Students cannot bring to school any medicine.

Exemption is made for 'lifesaving' medications that can be given only after authorisation from the family doctor and parents and school staff, both teachers and support staff, have been properly trained.

In this case, parents must follow this procedure:

- To fill in the 'delega' that authorises the school staff to give the medicine to the student
- To bring to school the medical certificate written by the doctor with detailed instructions on dosage and on how to give the medication to the child
- The 'delega' will be valid until the date that is indicated on the request or the medical certificate
- To give the whole medicine to the class or form teacher

If one of the previous points has not be taken into account, the school will not be allowed to give the medicine to the student.

SCHOOL DAY

Entrance time

Every day, from Monday to Friday, the school gate opens at 8.10 in ICS Symbiosis, at 8.20 in ICS Tenca and at 8.30 in ICS Orti and Milano2. Only students that have been registered to the pre-school service can enter the school from 8.00. The pre-school service has no charge and with the registration for this service confirmed only if really needed.

The entrance timings are:

	ENTRANCE TIMINGS			
	ICS Symbiosis	ICS Tenca	ICS Orti	ICS Milano 2
EARLY YEARS	From 8.30 to 9.15	From 8.30 to 9.15	From 8.30 to 9.15	From 8.30 to 9.15
YEAR 1	From 8.30 to 9.00	From 8.30 to 9.00	From 8.30 to 9.00	From 8.30 to 9.00
PRIMARY SCHOOL	From 8.10 to 8.25 - 8.30, bell rings, lessons start	From 8.20 to 8.30 – 8.30, lessons start	-	-
SECONDARY SCHOOL	From 8.10 to 8.25 - 8.30, bell rings, lessons start	-	-	-

Primary and Secondary School students must be in class at 8.30, ready to start lessons. At 8.30 the Primary and Secondary School entrance gate will close. After 8.30 it will be necessary to justify any delay in order to enter the classroom.

Exit time

Exit timings are:

	EXIT TIMINGS			
	ICS Symbiosis	ICS Tenca	ICS Orti	ICS Milano 2
EARLY YEARS	16.15	16.00 – 16.30	16.00 – 16.30	16.00 – 16.30
YEAR 1	16.15	16.00 – 16.30	16.00 – 16.30	16.00 – 16.30
PRIMARY SCHOOL	16.00	16.00 – 16.15	-	-
SECONDARY SCHOOL	15.50	-	-	-

During exit timings from curricular lessons, lunch time or break times, parents or authorised people have to wait for the students in the designated parents waiting area.

At the end of extracurricular activities students can be collected directly from the sport centre or pitch where the activity has been held. Activities have their own timings. Students are not allowed to leave during the lesson unless for serious and proven reasons.

Punctuality is essential for both the entrance and exit timings.

‘Nominated people allowed to collect children from school’

Students’ can only be collected by parents. If parents are not able to collect their child personally, they can authorise a maximum of six adults (over 18 years old) through the proper ‘delega’ form that has been returned to the secretary’s office. Teachers are only permitted to let children leave with people that are officially authorised, no exemption is made.

Secondary School students can leave on their own from the school building at the end of the school day after being granted the parents’ authorisation that has been returned to the secretary’s office.

HOME-SCHOOL COMMUNICATION

ICS is constantly striving to improve the home-school communication also via digital communication tools (electronic register/official website/smartphone apps/etc.).

Parents are required to inform the secretary’s office about any change to personal data (phone number and e-mail address in particular).

Parents are required to remain updated regularly via the following ways:

- a. Reading the weekly school info
- b. Checking Seesaw if the child attends Primary
- c. Checking Tapestry if the child attends Early Years
- d. Reading the weekly class newsletter (for Early Years and Primary)
- e. Reading and signing the exercise books on a regular basis when they are sent home.

This is to check the communication, the homework and to follow promptly the students’ progress.

The school’s goal is to enhance the previous tools, via email, if these tools are not updated or are temporarily not available or not working.

Families are informed about periodical assessments through the exercise books and/or electronic register and mid-year and end of year reports. Starting from 2021 they will be communicated via the online register (once activated), that will be available to parents on the school website by a password shared by the secretary’s office. Parents are expected to check it regularly as the online register will be the only formal school communication tool of assessments and absences.

Parents must observe and respect teachers’ working hours (8.30-4.40). Teachers may not respond to emails during the teaching periods. If parents wish to make an appointment to meet with a teacher, they should email the teacher directly and/ make contact through the school secretary. Teachers are not permitted to contact or be contacted on school matters through their personal email or personal mobile phone for reasons of Safeguarding. It is not permitted to speak with the teacher during a teaching activity or while they are moving around the school.

Phone calls with teachers are not permitted during lessons hours: urgent messages have to be left at the secretary’s office. Parents can refer to the ICS e-mail addresses that are written in the ICS communication policy in order to send messages to the teachers and the school. ICS will send a reply to every message within the time that is needed, depending on the different priorities, however within three working days.

LUNCH TIME AND SNACKS

The lunch service is managed by a professional supplier (Caterer) that provides meals by using the internal kitchens located inside the equipped ICS buildings or by using their own cooking centres for those ICS buildings that are not equipped with an internal kitchen.

If ICS internal kitchens are not sufficiently equipped to prepare the number of meals sufficient enough to the number of students, the Caterer can integrate meals that are prepared in the internal kitchen with meals that are prepared in their own cooking centres.

The school is responsible for ensuring that the Caterer uses the same products and the same raw ingredients when preparing meals and that, for those meals that are prepared in a non-ICS kitchen, adopts a qualitative standard that is not less than the qualitative standard of the meals internally prepared.

The lunch involves a five-week-menu, that is adjusted with dietary rules that are established by a nutritional expert appointed by the lunch service's supplier. It includes a fruit morning snack provided by the school, and a snack at the end of the school day, according to the weekly table.

The different dietary demands are managed as follows:

- In case of a student's occasional illness, parents can require a 'plain lunch' for three days maximum. This diet must be requested via the secretary's office by, and no later, than 9.00. After this time it is not possible to ask for changes;
- In case of a late arrival, parents have to inform the secretary's office by, and no later, than 9.00, by telephone in order for their child to have lunch at school;
- Changes that concern the school lunch service have to be notified to the secretary's office by phone or e-mail by and no later than 9.00.
- Eventual allergies and/or food intolerances have to be notified to the Coordinator through the secretary's office by returning the proper signed form along with the medical certificate upon the enrolment or when the problem arises;
- Ethical-religious diets that includes some food to be excluded or replaced have to be requested upon the student's enrolment;
- In order to avoid students rejecting the school's food, parents must not give their child any sweet food or other kind of food to be eaten at school;
- Sweet food for events and birthdays parties can be provided only after secretary's authorisation and must be industrially packaged, closed and labelled with ingredients, expiry date and tracing.

IPAD AND LAPTOP (hereafter referred to digital devices) USE WITHIN THE EDUCATIONAL CONTEXT

(Please refer to the Acceptable Use Policy)

The iPad and laptop (laptop from Year 10) is a teaching and learning tool and therefore, its use in school is subjected to certain regulations.

Internet browsing within the school is protected by a firewall. Students until Year 6 can access websites

that have been previously authorised by the school (whitelist). Year 7 students and above are protected by the firewall through a blacklist. The school has enabled a block in the digital devices' management server that prevents the use of the most common messaging Apps within school hours. In class the teacher is able to survey how students use their digital devices through Apple Classroom which allows teachers to see what is on the students' screen.

The access procedure to the school's internet connection is regulated in order to:

- Avoid access to inappropriate websites
- Allow access to selected websites
- Monitor websites visited by students and teachers

Organisation

- Every day students have to bring in to school their own digital device with the relevant cover, clearly labelled with the student's name and at least 60% charged (digital devices will not be charged at school).
- The school will download the apps needed in class through the school network.
- (for iPads) All iPads, as required by the school server, must have a six-number passcode. As agreed with parents and for educational and/or repairing reasons, the student will only tell the teacher the password. If the students forget their password, they must not type consecutively more than ten wrong passwords to avoid disabling their iPad to the point that the iPad needs to be reset. If the student forgets his/her password and if the iPad is connected to the school's Wi-Fi connection, the school is able to unlock the iPad so that the student can choose a new password.

Digital devices' security

- Students must keep their digital device safe by always placing it in their bag when they walk around or leave school. In class they must keep it in the appropriate locker that will be locked during breaks and lunch time.
- For no reason must digital devices be left at school over-night. The school is not responsible for lost digital devices or any damages that caused to unsupervised digital devices.
- Students must handle their digital device conscientiously (i.e. holding them with both hands)
- Students must not eat or drink close to the digital device
- Students must take care when using the digital devices of other students

Responsible use

- Students must only use their digital device for learning within the hours agreed by the teacher
- Students must speak immediately with an adult in case they read or watch on their own digital device something that they consider inappropriate or that makes them feel uncomfortable
- Students must ask for other people's permission before taking picture of them or filming them
- Students are always forbidden to give any personal data when browsing online
- Students are not allowed to use messaging Apps within the school hours, unless the teachers have authorised them to do so

It is forbidden to:

- Use a SIM card to browse online through the mobile phone's internet connection otherwise the firewall protection will be void
- Send or show messages or pictures that could be unkind and upsetting
- Use schoolmates' digital devices without the authorisation of the person involved
- Take pictures or film others without their permission
- Use digital resources without crediting the materials' source
- Use Apps that are not approved by teacher
- Use the digital device out of the school hours (8.30 – 16.00) or during break times (unless authorised by an adult)
- Obtain and share passwords, accounts, files or others' data

Teachers can always access the students' device and data and are allowed to remove any file or app that are considered dangerous to the general safety and/or inadequate for the tool's correct use. These checks can be made, without any specific authorisation or notice, even from other school staff members (assigned teachers, technical staff).

Secondary school students are personally responsible for the materials that they produce and watch, for damages caused to third parties and law's breached while browsing online.

Breaches to the previous indications that concern the use of the digital device will cause disciplinary measures that, accordingly to their gravity, could mean the student's suspension from the school activities and removal of the device until the violation has been reported to the legal authority due to serious infringements. The previous regulations concerning the use of the digital device can be integrate with further regulations that could be added by the School Senior Leadership or suggested by the Consiglio di Istituto if needed. In this case parents and students will be promptly informed.

SCHOOL TRIPS, RESIDENTIAL TRIPS AND EDUCATIONAL ACTIVITIES THAT ARE HELD OUTSIDE THE SCHOOL BUILDING

School trips and residential trips are considered enriching experiences that are part of the academic programme both in a cultural and social/human way. These are methodological experiences in addition to the traditional learning activities and consist of other kinds of activities that are linked to curricular activities or are additional to these activities or the curriculum. In order for them to take place, as for any other project, there are three phases: planning, monitoring and evaluation which involve both the didactic planning as well as the accounting and administrative aspects.

Regarding the didactical and organisational aspects, the MIUR C.M. n. 623 of 2/10/96 reads: "the entire management of guided tours and educational trips or related sporting activities in Italy and abroad falls within the complete decision-making autonomy and responsibility of the self-governing bodies of educational institutions".

Residential trips and school trips include didactic historic-archaeological tours, musical-artistic tours, didactic-environmental tours and trips that are linked to sports activities.

The majority of experiences can be summed up as follows:

1. **Discovery Trips**, these are organised to promote the students' better knowledge of the surrounding areas (villages, regions and adjacent towns according to the year group) and their landscape, memorial and cultural aspects. Residential trips are aimed at students from Year 4 onwards.
2. **Unit Trips**, are closely linked to the educational program and aim to support the learning process.
3. **Expressive Arts Trips**, are organised to involve students in contexts of high artistic level to promote the students' knowledge of beauty through different expressive languages.
4. **Trips in the neighbourhood and curricular activities outside the school building** in surrounding areas (i.e. sports activities in affiliated centres, walks through neighbourhood parks)

In addition to the above listed experiences, sometimes the school organises **trips linked to sports and artistic events (Globeducate events)** that involve students from Year 6 onwards and that are organised in cooperation with the schools within the Globeducate network.

Experiences mentioned in points 1, 2, 3 and 4 are regulated as follows:

- Every year parents sign an annual authorisation form to authorise the student's participation in all the experiences that do not include overnight stays. If parents do not complete the payment of the participation fee, this will be considered as parents not authorising the student's participation in the concerned trip
- For any residential trip, meaning an experience that involves the student staying away for more than one day, it is mandatory to collect written authorisation from the parents and those who exercise the family authority over minor; therefore, parents will receive a form that contains date, itinerary, programme, time of departure and arrival, participation fee and expressed wish of authorising the participation
- School trips and residential trips are follow-ups and enhancement of the curricular activities and for this reason they are mandatory. If students do not participate in these activities, this means that students cannot attend school for the length the school trip or the residential trip takes place.
- During school trips and residential trips it is mandatory for students to wear the school uniform, unless different regulations are added on the information forms. If the student does not meet this rule, the student will not be allowed to participate
- Students are expected to participate in all the learning activities that are included in the programme, under the Coordinator's, teacher's and assigned staff member's surveillance, without carrying out independent actions and are required to maintain a proper behaviour towards their own schoolmates, teachers and travel agencies staff that is respectful towards the hotel facilities, the transports at their disposal, the environment and the historic-artistic heritage. Compensation for eventual damages that are caused by the students will fall upon them. In case of serious and continuous breaches the trip reference teacher, in agreement with the other teachers attending the trip and the Head of School, will organise an early return of the responsible students, after informing their families. Costs of the return trip will be upon their families.
- Potential episodes of misbehaviour will be mentioned in the final report by the teachers attending the trip and will cause disciplinary measures. The Senior Leadership Team will have the chance to prevent students for whom the school has taken specific disciplinary actions during the school year to participate in trips.

BREAK TIMES

When the lunch bell rings, the student groups, accompanied by their teachers, go to the lunchroom in an orderly fashion.

Each student has to behave politely while having lunch and follow the instructions of the teacher on duty.

The remaining time can be spent engaging in playful activities that can be held in the enclosed areas and with the presence of the staff on duty.

- It is forbidden to bring into school items that are not linked to the learning goals and inappropriate items that are dangerous to the community. These items will be collected and returned only to parents.
- During breaktime for safety reasons, it is not permitted to use a ball, unless authorised by the staff on duty
- The use of electronic games is forbidden within the school building
- Bearing in mind the school's guiding philosophy teachers have to ensure a calm atmosphere and develop a group's attitude within their own classroom, promoting or discouraging games that encourage or prevent reaching this goal.

EMERGENCIES AND ACCIDENTS

In order to leave the school building in case of emergency, students will have to keep a responsible and appropriate behaviour, exiting the building by following the regulations indicated on the emergency plan displayed in each school's area. Students undergo training and practice for this procedure during the evacuation tests that are held twice a year.

In case of accident or illness, the appropriate procedures will be implemented. Families are required to notify the school if their children have potential physical anomalies or particular medicines (life-saving) that need to be given to children under the direct responsibility of the family'. The school, in case of necessity and after previous written authorisation, can give medicines to the students, following a specific procedure that has to be implemented through the proper forms available from the secretary's office and that need to be filled in every school year.

In case of a serious illness or serious accident, the teacher has to promptly inform the family.

In case of emergencies and/or parents' unavailability, the emergency services will be alerted.

Each accident has to be promptly reported to the Head by the teacher who was on duty when the accident occurred via a written and detailed report.

Parents, in those cases that are covered by the school's insurance, are expected to speak with the secretary's office in order to return the needed documents to forward to the related dossier.

TREATMENT OF PERSONAL DATA AND PRIVACY

The school ensures that everyone's personal data is correctly treated respecting the current regulations (GDPR and further changes). This means that all requests of data that families receive by the school for any reason will always be managed in order to avoid personal data being communicated or shared without previous authorisation from teachers, students, parents or third parties. Notwithstanding the adoption of the general rules and procedures that are aimed at everyone, the respect towards the individual privacy and the right to be informed will always be considered in each specific case by the school in order to guarantee the concrete protection of the aspects that requires protection. However, everyone's cooperation is required so that no unnecessary requests cause difficult situations according to the treatment of personal data.

GENERAL RESTRICTIONS

- Smoking within the school building and courtyard is forbidden
- In the absence of a teacher, including between-lessons, students are not allowed to leave the classroom. Each permission to leave the classroom is allowed only for relevant reasons and after teacher's authorisation
- It is not allowed to bring to school inappropriate items that are dangerous to the community; these items, if confiscated by teachers, will be given back only to parents
- The use of mobile phones or other digital devices that are not specifically linked to the learning activities is forbidden
- It is forbidden to share newspapers, magazines or flyers of any kind without prior approval from the school

In particular, parents are not allowed to:

- Contact teachers outside of school working hours
- Enter the classroom or the lunchroom, even at the end of the lessons or during breaks, except with specific permission by the relevant Head of phase
- To let dogs enter the school building without muzzle and leash.