

BASIC INFORMATION

The most important information in
easy English

THE PARENTS' TELEPHONE NUMBERS

AT THE BEGINNING OF THE SCHOOL YEAR YOU MUST WRITE DOWN THE TELEPHONE NUMBERS OF THE MOTHER AND OF THE FATHER (ALSO THEIR WORK NUMBERS) .

YOU MUST HAVE AN EMAIL ADDRESS THAT IS FREQUENTLY IN USE TO READ YOUR EMAILS .

THE NUMBERS MUST ALWAYS BE EXACT BECAUSE THE SCHOOL MUST BE ABLE TO CONTACT THE PARENTS ON THE PHONE IMMEDIATELY IN CASE OF AN EMERGENCY .

ARRIVING AND LEAVING SCHOOL

IT'S IMPORTANT TO RESPECT THE TIMES OF ARRIVING AND LEAVING SCHOOL.

AT THE BEGINNING OF THE SCHOOL YEAR YOU HAVE TO FILL IN A DOCUMENT AND WRITE DOWN THE NAMES OF THE PEOPLE WHO CAN PICK UP THE STUDENT FROM SCHOOL. THIS IS CALLED "DELEGA".

AT MIDDLE SCHOOL (SECONDARIA DI I GRADO) PUPILS CAN LEAVE SCHOOL ALONE BUT PERMISSION MUST BE ASKED FROM THE HEADMASTER AT THE BEGINNING OF THE SCHOOL YEAR.

WHEN A PUPIL IS LATE FOR SCHOOL PARENTS MUST WRITE IN THE SCHOOL DIARY TO JUSTIFY ARRIVING LATE. THE SAME THING MUST BE DONE IN CASE OF LEAVING THE SCHOOL BEFORE THE END OF THE LESSONS.

WHEN THE PUPIL IS NOT GOING TO SCHOOL: ABSENCE ("ASSENZA")

You must always write down in the school diary the reason of the absence.

At nursery school "COLLODI" you must telephone at the beginning of the morning.

In some cases you must present a medical certificate
(CERTIFICATO MEDICO).

When a student arrives at school and feels unwell, school telephones the parents and the student must go back home.

The student must attend minimum 75% of the total hours
of the school year.

IMPORTANT RULES

You mustn't smoke or drink alcohol on the school premises.

Students must wear clothes adapted to school life and school code.

You mustn't use your phone at school.

HAVING LUNCH AT SCHOOL (CANTEEN/ "MENSA")

Students can have lunch at the school canteen when there are afternoon lessons. (MENZA)

You must click on the link <https://portale.pastel.it/#faq> to buy the meals or recharge the necessary credit (there is also an application for the mobile phone).

For information call the following numbers:

- 0422 6178 for the town hall of VILLORBA
- 0422 871113 for the town hall of POVEGLIANO.

GOING TO SCHOOL BY SCHOOL BUS

STUDENTS CAN COME TO SCHOOL BY SCHOOL BUS (**SCUOLABUS**) .

YOU MUST PAY FOR THE SERVICE.

FOR INFORMATION CALL THE FOLLOWING NUMBERS FOR SCHOOL SERVICES:

- 0422 6178 FOR THE TOWN HALL OF VILLORBA
- 0422 871113 FOR THE TOWN HALL OF POVEGLIANO.



CONTACTS

**FOR THE
SCHOOL
SECRETARY**

E-MAIL:

tvic876001@isctrUZIONE.it

TEL: 0422 910803

ADDRESS: Via Solferino 14, 31020 Lancenigo di
Villorba (Treviso)