



INTERNAL RULES/ **VADEMECUM**

OF NURSERY AND PRIMARY CYCLE

European School in Varese

2016-2017

TO NEW PARENTS

THIS DOCUMENT CONTAINS MUCH VITAL INFORMATION and should answer most of your queries and provide a useful reference guide for you to keep at home. Please read the document with your child. Should there be further information you need, please do not hesitate to contact us.

You may also like to visit our website, which is written both in English and Italian:
www.eurscva.eu

1. ADMISSION

Information concerning the admission policy, can be found on the school WebSite.

- A) For parents having questions in connection with selection of the appropriate section, perhaps it is helpful to answer the question:

Are you a bilingual family?

I.NO

| |
|---|
| Is there a language section for your child? |
|---|

| YES Choose the section which is the language of <u>the legal representatives</u> : | NO Your child is SWALS (see article nr 3 of this document), so you have a choice between |
|---|---|
| 1. English section | 1. English section |
| 2. French section | 2. French section |
| 3. German section | 3. German section |
| 4. Italian section | 4. Italian section |
| 5. Dutch section | |

II. YES

| |
|---|
| Is there a language section for one of the two languages spoken by the legal representatives? |
|---|

| | |
|--|--|
| <p>YES (please consider that the most appropriate section should be the dominant language of the family)</p> <p>Choose a section which is the language of <u>one of the legal representatives:</u></p> | <p>NO Your child is SWALS (see article nr of this document), please contact the Deputy Director for further advice according to your circumstances</p> <p>kamila.malik@eursc.eu</p> |
| 1. English section | |
| 2. French section | |
| 3. German section | |
| 4. Italian section | |
| 5. Dutch section | |

B) AGE REQUIREMENT:

a) Pupils shall be admitted to the nursery school at the beginning of the school year in September of the calendar year in which the child reaches four years of age. The child should be toilet trained.

b) Pupils shall be admitted to primary year 1 at the beginning of the school year in September of the calendar year in which the child reaches six years of age.

c) In principle, no child may be admitted to the school if he/she is two years (three years for secondary years 4-6) older than the normal age resulting from application of the above provisions to his/her particular case.

d) Pupils with special educational needs: the cases of these pupils shall be dealt with in accordance with the Regulations adopted by the Board of Governors concerning the provision of Educational Support in the European Schools.

A table of equivalences drawn up in accordance with Article 11 of the Convention defining the Statute of the European Schools, determines the level at which pupils who have successfully completed a period of study in a state/public sector school or educational establishment recognised by one of the Contracting Parties and who hold a certificate to that effect from the educational authorities of that country are accepted.

Admission contact:

Mrs Daniela Pedroni: daniela.pedroni@eursc.eu

Mr Ralph Beulke: ralph.beulke@eursc.eu

2. GENERAL INFORMATION

2.1 School's hours:

| | Nursery | 1-2 primary | 3-5 primary |
|------------------|-------------|--------------|--------------|
| MONDAY | 8,45- 12,40 | 8,40 – 12,50 | 8,40 -16,10 |
| TUESDAY | 8,45- 16,00 | 8,40 – 16,10 | 8,40 – 16,10 |
| WEDNESDAY | 8,45- 12,40 | 8,40 – 12,50 | 8,40 – 12,50 |
| THURSDAY | 8,45- 16,00 | 8,40 – 16,10 | 8,40 – 16,10 |
| FRIDAY | 8,45- 12,40 | 8,40 – 12,50 | 8,40 – 12,50 |

There is no school on Saturday. When there are lessons in the afternoon, the school offers a hot meal.

2.2. Harmonised Timetable:

| Subject | Years 1 and 2 First cycle | Years 3, 4, 5 Second cycle |
|-------------------------------------|------------------------------|-------------------------------|
| Mother tongue (LI SWALS) | 8 hours 2 hours 30 | 6 hours 45 3 hours 45 |
| Mathematics | 4 hours | 5 hours 15 |
| Language II | 2 hours 30 | 3 hours 45 |
| Music Arts Physical Education | 5 hours | 3 hours |
| Discovery of the World | 1 hour 30 | 3 hours |
| European Hours | - | 1 hour 30 |
| Religion/Ethics | 1 hour | 1 hour 30 |
| Recreation | 3 hours 30 | 2 hours 30 |

| | | |
|---|--------------------|--------------------|
| TOTAL | 25 hours 30 | 27 hours 15 |
| ONL - Irish/Maltese* ONL - Finnish/Swedish* * is taught during the school year day | 1 hour 30 | 1 hour 30 |

| | | |
|------------------------|--|------------|
| L3 Italian (in Varese) | | 45 minutes |
|------------------------|--|------------|

In primary years 3-5, the subject 'European Hours' is taught to mixed language groups, generally in the pupil's L2 or in the language of the host country.

2.3. Second language

L2 is taught from primary year 1: it may only be DE or EN or FR and must be different from L1. For SWALS the language of the section is the pupil's L2 (exception: for SWALS enrolled in Italian section L2 is DE or EN or FR and not Italian). The number of lessons is 5 times per week. From secondary year 3, History and Geography courses must be organised in the L2 (DE, EN or FR) and must not be taught in L1.

2.4. Changes of language

Normally no changes are envisaged in language choices.

Should a change of language at any age or level be requested, the decision lies with the Director, subject to the following condition:

1. The existence of a reasoned written request from the parents/ guardians
2. The participation of parents/ guardians to the informal meeting with direction and interested teachers (class teacher, L1 teacher, L2 teacher)

2.5. Syllabuses

The syllabuses in all the language sections are – with the exception of mother tongue – identical and the same standards are insisted on. All programmes of study in the different sections lead to the same examination: the European Baccalaureate. The PoS are in three languages: English, French and German.

To ensure that the European Baccalaureate is recognised, syllabuses are designed to meet at least the minimum requirements of all the member states. Since these vary, the contents have been established by negotiation between national experts – more particularly by the members of the Boards of Inspectors – on the basis of careful scrutiny and comparison of national curricula.

The syllabuses are then approved by the Board of Governors of the European Schools, which is the supervisory authority.

The syllabuses can be found on the page:

<http://www.eursec.eu>

2.6. Pedagogical framework rules

2.6.1. Class/ group sizes

Classes/ groups shall have a maximum of 30 pupils

2.6.2. Class/group creation rules:

a) Nursery classes with more than 30 pupils shall be divided.

If there are more than 15 children in a class, a part-time nursery assistant shall be appointed.

If there are more than 25 children in a class, a full-time nursery assistant shall be appointed.

b) Primary classes/groups with more than 30 pupils shall be divided.

Exceptions:

For 'European Hours', classes/groups with more than 25 pupils shall be divided.

In Language 2, classes/groups with more than 25 pupils shall be divided

2.6.3. Grouping of groups/classes

a) Nursery

First and second year pupils shall be grouped together up to 30 pupils.

b) Primary

Two consecutive classes, with a total of 25 pupils or fewer, shall be grouped. Three consecutive classes, with a total of 20 pupils or fewer, shall be grouped.

If the minimum number of seven pupils is not reached, pupils from consecutive classes/groups in a language section, or parallel groups/ classes in different language sections, should be grouped, where timetable and pedagogical constraints so permit.

2.7. School calendar

All parents are expected to keep to these dates and to arrange their holiday periods so that their children's education is not disrupted. The School considers that the school year is not

excessively long and is therefore unable to agree to any reduction in the number of days of school attendance.

During the last week of the summer term, the primary and Materna are still open but only in the morning as there is no access to the Mensa. All Primary and Materna pupils must attend school during this week. Transport will continue to be provided to and from school, timings as for a Wednesday.

The actual calendar is published on school's WebSite.

2.8. Contacts

a) Direction:

Deputy Director: Kamila Malik

kamila.malik@eursc.eu

Phone: 0332806216

b) Secretary

Susanna Cernuschi

susanna.cernuschi@eursc.eu

The Secretary is available at the following times:

Monday / Tuesday / Thursday 7:45 to 13:00 / 14:00 to 17:00

Wednesday / Friday 7:45 to 13:30

Phone: 0332806219

c) Teaching staff

All teachers' names with their e-mail are at the disposal in the SMS.

3. SWALS

SWALS are those categories I and II pupils whose mother tongue/dominant language is an official language of an EU Member State (with the exception of Irish and Maltese) but for whom no language section in their mother tongue/dominant language (L1) exists in their school.

If one of the language sections of the European Schools corresponding to a category I or II pupil's mother tongue/dominant language is not open in the school, this pupil is entitled to tuition in his/her L1, working on the assumption that the School has at its disposal a duly qualified teacher, or can recruit one.

SWALS are normally enrolled in one of the working language (DE, EN, FR) sections. The language of the section is the pupil's L2. SWALS can also be enrolled in the language section of the host country on condition that no additional costs are created. Their L2 should be English, French or German.

In the nursery and primary cycles, L1 courses for SWALS shall be allocated a minimum of five periods per week. At all levels, consecutive year groups may be combined in order to avoid reductions in teaching time.

SWALS are entitled to receive SWALS support when lack of knowledge of the language of the section in which they are enrolled is a barrier to communication, integration and learning. This support focuses on the acquisition of this language and thus facilitates SWALS' access to the curriculum.

From 1 September 2011, Category III pupils shall learn as L1 the language of the section in which they are enrolled. Category III pupils who were enrolled before 1 September 2011 and who learnt as L1 a language different from that of the section can continue with the same L1 up to the end of their schooling in order to ensure pedagogical continuity.

SWALS children in Varese are enrolled in one of section: English, French, German or Italian. SWALS children (cat. I and cat. II) have the right to:

- 5 lessons per week of mother tongue (Bulgarian, Finnish, Danish, etc.) - L1
- 5 lessons per week of second language (English, French, German) - L2 (language of section)
- SWALS support of section's language (1-3 lessons per week, max.2 years)

Presentation of organization of study can be found on the school WebSite.

During the first week of the school year the L1 SWALS teachers will help nursery teachers with new SWALS children.

In the first week of the school year the SWALS pupils from 3, 4 and 5 year will not have their L1. They stay with their class teachers.

4. School's organisation

4.1. School Access

I. Enter

| | |
|----------------|--|
| NURSERY | |
|----------------|--|

| by bus | with parents |
|--|---|
| Children arrive directly to the nursery. | Parents escort children to the nursery (Via Mameli entrance) |

| | |
|----------------|--|
| Primary | |
|----------------|--|

| by bus | with parents |
|---|--|
| Children arrive directly to the school (Teachers' duties start at 8.15). | Parents have to leave children at the entrance to the school (the big blue gate in Via Mameli or the small gate in front of the villa, Via Montello). |

For all year groups:

1st bell (at 8.35am) – children line up and teachers collect their class and accompany them to the classroom.

2nd bell (at 8.40am) - children and teachers must be ready to start the lesson

II. Exit

| | |
|----------------|--|
| NURSERY | |
|----------------|--|

| by bus | with parents |
|--------|--------------|
| | |

| | |
|--|---|
| Nursery staff escorts children to the correct bus. | Parents collect children from the nursery (Via Mameli entrance) |
|--|---|

| |
|----------------|
| Primary |
|----------------|

| by bus | with parents |
|---|---|
| <ol style="list-style-type: none"> 1. first cycle (1 and 2 class)- teachers escort children to the correct bus 2. second cycle (3,4 and 5 class)- teachers escort children to the blue gate | Parents wait for children outside the school building, on the playground. The teachers are responsible for taking children to parents. The school is not responsible for children in the case of arriving late. |

For safety reasons and in order to prevent unauthorized people entering and walking around the school premises the following rules are in force:

- It is absolutely forbidden to enter the school buildings without prior authorization. The guards allow entry only to parents and former students who already have a fixed appointment with the direction and/or with the teaching staff and/or the educational advisers and/or members of the administrative and ancillary staff.
- In the morning, pupils should be brought to, and goodbyes said at the school gates. Parents (or relatives, etc) are not allowed to accompany their children onto the school premises. Exceptions established by the School Management Team will be communicated to the guards. For pupils in the nursery and primary cycles this rule will come into effect from the second week of school.

THE GUARDS ARE NOT PERMITTED TO ALLOW ACCESS TO THE SCHOOL TO THOSE WHO ARE NOT AUTHORIZED (OR MENTIONED IN THE LISTS).

Parking

Parking at school is extremely limited. Please ensure that you do not park in such a way as to impede the passage of other road users or to place children from the school in danger. Road use limitations are in force to allow the school buses to leave quickly. These are advised on road signs as you approach the school, please comply with them.

5. Books and materials

Parents are responsible for purchasing books and school materials for children. The list can be found on the school Web site. The school does not oblige to have uniforms.

6. Sport

In our school pupils are entitled to attend physical education.

In the first cycle this activity varies from a minimum of 60 minutes to a maximum of 90 minutes per week. While the second cycle ranges from a minimum of 45 minutes to a maximum of 90 minutes per week.

In addition to activities in the gym other activities are offered such as swimming lessons (2nd class), skiing (2nd cycle), orientation, adventure track. Extra activities can be soccer league, athletics' day, championship country running (provincial) other sports workshops.

CLOTHING

A pupil can only participate in these activities with appropriate clothes. Every pupil must therefore have suitable shoes, socks, shirt and shorts.

IMPEDIMENT

In the case of injury or some other physical impediment the parents must submit an appropriate medical certificate.

7. School report

The school report, harmonised across all the language sections, is a tool for communication with the pupil's legal representatives

- At the beginning of the school year, the teachers will inform pupils' legal representatives at a whole class parents' meeting about the planned implementation of learning processes and about assessment of learning.
- In November, they will see pupils' legal representatives individually to report orally on the pupil's social activities and attitude towards the school based on cross-curricular competences. If necessary, and in a spirit of joint responsibility, they will determine a strategy to improve the pupil's attitude to learning. That day the school is closed for children.
- Written information will be given to pupils' legal representatives at the end of each semester in the school report:
 - a) In February, the information will concern the competences being acquired. In the space provided for this purpose, the teacher may make observations about one or other

competence or about the competences in general. The school report will be published on SMS (not printed).

b) At the end of the school year, the school report must indicate the pattern of development of learning during the year and the standard of attainment. If during the second semester the teacher detects a definite risk of a pupil's having to repeat the year, the Director shall be required to notify his/her legal representatives in writing in late April or early May at the latest. The school report will be printed and delivered but also published in SMS.

c) In the case of Sla (Intensive Support A) pupils, there must be a permanent dialogue between the teachers and the pupil's legal representatives.

d) No report is written in the nursery.

7.1. Assessment

Pupils' results will be assessed on the basis of specifically defined competences for each subject. For the assessment of competences teachers will use the four boxes provided for this purpose in the school report:

- the competence has not been acquired
- the competence has been partially acquired
- the competence can be used confidently and applied appropriately
- the competence can be used confidently and applied appropriately and independently in new situations.

8. Surveillance

During breaks pupils remain under the control of teachers on duty. In case of wet weather children are playing only under the "pensiline".
The surveillance starts at 8.15.

9. Valuable items

School is not responsible for valuables brought to school by students.

If a child does bring in a mobile phone that it must stay switched off in school hours and stay in their bags.

Lost property is collected by the school administration staff. Any items that are named will be returned to the children directly. Any unnamed items will be kept in a transparent place for parents to come and look through and will be displayed on those occasions when the school is open to parents.

STRICTLY FORBIDDEN are knives, matches, lighters and less desirable magazines, books or comics. We advise that no DVDs, videos or computer games, including laptop computers, Game Boys or any other electronic gadgets should be brought in to school.

10. School Rules for Children

Is the school strict?

Not particularly, but we expect children to behave well. We also expect you not to be selfish. That means not doing things which will cause others discomfort or extra work. Take care of your possessions, clothes especially. You are not allowed to borrow other children's property. If you lose something, the teacher will probably be able to find a spare.

- a) I walk quietly **on the right** of the corridor in all areas of school, going straight to my destination
- b) I take care of the equipment I use and all school property
- c) I treat people in a friendly manner
- d) I speak kindly and calmly
- e) I co-operate and join in

In the beginning of school year every child must sign the "School Rules for Children":

OUR SCHOOL RULES

ENTRY

In the morning, when arriving at school I go onto the yard straight away and, whilst waiting for the teacher, I avoid dangerous, noisy games and ball games.

At 8:35, when the bell rings, I stand in line behind my class number and I enter into the school building with my teacher.

BREAK:

- In fine weather, I spend my break outdoors. During the morning (10.10-10.25) and afternoon (14.25-14.40) breaks and after the canteen (12.25-12.55), I can use all the places around the primary buildings, apart from Mondays, when I must play on the top playground after lunch.

- In case of rain, the bell rings twice. During the morning (10.10-10.25) and the afternoon (14.25-14.40) breaks, I have to go to the bottom playground. After the canteen (12.25-12.55), students (Years 3,4,5) are allowed on the bottom playground and students in Years 1 and 2 must return to their classroom with the class teacher.

I have to:

- *Be quiet when walking around school*
- *Play only within spaces marked by the yellow band*
- *Respect "quiet zones."*
- *Avoid aggressive games with sticks and stone throwing, frisbee, snowballs etc.*
- *Not carry a friend on your shoulders*
- *Only play football during the lunch breaks on the football pitch at the timetabled times*
- *Not play with balls*
- *Use the correct bins for rubbish e.g yellow for plastic, green for glass etc*
- *After the canteen, use the toilet that is next to the room n. 23 through the main entrance*
- *Go to a teacher on duty for any accidents or illness*
- *Go around the outside of the school building to access the top playground, I must not go inside the school building*
- *Wait by the class number written on the playground as soon as the bell rings*

CANTEEN

When we go to the canteen we have to remember to:

- *line up and move quietly to avoid disturbing fellow workers.*
- *sit in my place, speak quietly and try not to waste food.*

EXIT:

At the end of lessons, when the bell rings, I leave the school building without running and I head for my bus or to the meeting point where the parents will be.

Teachers of nursery, first and second classes will guide pupils to the bus.

RECOMMENDATIONS:

Remember that moving around the corridors, the stairs, en-route to the school canteen should be done quietly and keeping to the right.

I never stay in class without the presence of the teacher.

I leave valuables at home e.g Gameboy, iPod, etc

If we all respect these rules, we will live together more pleasantly!

Signature of pupil:

Signature of parents:

11. School Rules for teachers

a) L1 teachers have an important and powerful role in helping children to settle into school enabling them to feel safe, secure and confident in the school environment.

b) L1 teachers must explain the meaning of the yellow lines in the playground.

c) L1 teachers must familiarize children with a tour of the school at the beginning of the academic year.

d) L1 teachers must explain the school rules during the first week of the academic year and revisit these rules termly. These must be displayed in the classroom and in the corridor in symbols and writing

e) When a classroom is being used by another teacher other than the class teacher, if class teacher wishes to remain in the room, please request permission from the teacher who is teaching.

12. School trips and outings

Rules are published on the school Website.

13. Absences / Authorisation of absences

Rules are published on the school Website and in the pupil's agenda.

14. Homework

Rules are published on the school Website and in the pupil's agenda.

15. Health Service

The school has a medical service that provides early treatment of illness or in the case of an injury, during school hours. First aid is provided by two nurses alternately who allow the operation of the service at the following times:

- MO - TH - THUES - FRI: from 8:30 till 16:15
- WED: from 8:30 until 13:00

The infirmary is located on the ground floor of Erasmus, near the Aulamagna
tel. 806 211 0332,

e-mail: var-medcentre@eursc.eu

For each school year a medical examination for all new students will be carried out for:

- all new students
- students of nursery, years 1,3 and 5 primary
- classes that require routines screening of height, weight etc ,

The parents should to inform the class teacher at the beginning of the academic year regarding any medical issues.

16. Parents

16.1. Communication

a) If you are unsure about the context in which an activity has taken place please ask for an appointment with the teacher. The list is published on SMS.

b) Please respect the Communication procedure:

Step 1. Teacher / Class teacher alone or with the Coordinator
or / and Learning support teacher

Step 2. Deputy Head

Step 3. Head

School personnel need to know the main topic of the proposed meeting.

c) Write in the child's diary (provided by the school)

d) If a teacher contacts a parent regarding a pupil, the class teacher must be informed (including emails and appointments)

16.2. Flow of information

September

| Deadline | Type of information | Responsible/ Mode of communication |
|-------------------------------------|--|---|
| One day before the first school day | General information about a school for parents of pupils who are here the first year | Deputy director/ parents evening |
| End of month | Outline of plans, timetables and names of teachers. | Class teachers/ first parents evening |
| End of month | Programme of excursions | Class teachers/ e-mail class delegate. |
| End of month | Information on the programme of OE | Coordinator of OE/ Website |
| End of month | Information on date of « Giornata pedagogica » and « Pagella » | Deputy director/ Webcalendar |

| | | |
|-------|---|----------------------------------|
| 25.09 | Proposals for following months activities | Deputy director / Webcalendar |
|-------|---|----------------------------------|

October

| Deadline | Type of information | Responsible/ Mode of communication |
|-----------------|---|---|
| 10.10 | Information on groups for L3IT | Coordinator of L3/ e-mail class delegates. |
| 25.10 | Proposals for following months activities | Deputy director/ Website |

November

| Deadline | Type of information | Responsible/ Mode of communication |
|-----------------------------|---|---|
| 15.11 | “What’s going on in school ‘ Parent’s responses to questions | Deputy director / meeting with class delegates. |
| Second part of the month | “Pagella orale”- individual information about each child. | Class teachers/ speak to individual parents (10-15 min) |
| 25.11 | Proposals for following months activities | Deputy director/ Webcalendar |

December

| Deadline | Type of information | Responsible/Mode of communication |
|-----------------|---|--|
| 10.12 | Evaluation of OE first turn. | Coordinator of OE/ Website |
| 25.12 | Activities proposed for the following month. | Deputy director/ Webcalendar |

January

| Deadline | Type of information | Responsible/ Mode of communication |
|-----------------|--|---|
| End of month | Information on sports planning | P.E. Coordinator |
| End of month | Information about class activities, pupils, etc | Class Teachers/ second parents evening |
| 25.01 | Proposals for following months activities | Deputy director / Webcalendar |

February

| Deadline | Type of information | Responsible/ Mode of communication |
|-------------------------------|--|--|
| 15.02 | "What's going on in school ' Parent's responses to questions (meeting) | Deputy director/ meeting with class delegates. |
| Until Carnaval Holidays | "Pagella scritta"- individual information about each child | Teachers/ document to be given to pupils |
| 25.02 | Proposals for following months activities | Deputy director/ Webcalendar |

March

| Deadline | Type of information | Responsible/ Mode of communication |
|--------------------|--|--|
| 15.03 | Information regarding second turn of European Hours | Coordinator of OE/ Website |
| 25.03 | Proposals for following months activities | Deputy director / Webcalendar |
| Easter Holidays | Information on risk of bocciutura | Class Teachers, Deputy director/ letters sending at home |

April

| Deadline | Type of information | Responsible/ Mode of communication |
|-----------------|---|---|
| 25.04 | Proposals for following months activities | Deputy director / Webcalendar |

May

| Deadline | Type of information | Responsible/ Mode of communication |
|-----------------|-------------------------------------|---|
| End of month | Information on "Urbino Residential" | Year 5 Coordinator/ |

| | | |
|-------|---|---------------------------------|
| | | meeting with parents |
| 25.05 | Proposals for following months activities | Deputy director/ Webcalendar |

June

| | | |
|--------------|--|--|
| 15.06 | Parents responses to questions. (The meeting) | Deputy director / meeting with class delegates. |
| End of month | Information on the third turn of O.E. | Coordinator of OE/ Website |
| End of month | Information on P.E. | P.E Coordinator |

July

| Deadline | Type of information | Responsible/ Mode of communication |
|------------------------------------|--|---|
| First week | “Pagella finale”- individual information about each child | Class Teachers/ meeting with parents |
| Date fixed by BC in Brussels | Information on the not- promotion | Director/ letters sending at home |

16.3 Class delegates

Parents can elect their representatives if they wish to do so. The class delegate parents are elected for each class at the first parent’s meeting in a scholastic year. They may be re-elected for another school year.

The class delegate parents are important intermediaries between parents of a class and the Management Council of the Parents Association.

The parent delegate and the deputy delegate have the following tasks:

- to try to create an atmosphere of mutual understanding between parents and teachers
- to communicate all information which they have received to the parents
- to distribute information and questionnaires from the Parents Association and collect replies
- to meet with parents of a class wishing to expose a problem concerning the whole class
- to meet with the class teacher or other teachers for matters concerning the whole class
- to attend the information meetings organized by the Parents Association in collaboration with the Direction of the School (two times per year)

- to communicate to the Parents Association all problem, disputes and proposals they wish to submit to Direction of the School
- to collect questions for meetings with inspectors
- to help teachers (if necessary) during outings and other projects
- to follow other tasks that were set individually during class parents' meetings

Remark: it would be convenient if the people elected as representatives had sufficient time at their disposal and if at least one of them had enough knowledge of Italian language to facilitate communication during meetings. It is impossible to simultaneously translate the points of discussion and all information into all the languages. The Direction of the School and the parents Association do their best to have the information translated into English. Delegates who don't understand either Italian or English may be accompanied or represented by a third person.

16.4 Association of Parents

<http://www.agsev.it/>

e-mail: parents.association@agsev.it

- Para-scholastic Activities

The Parents Association, in collaboration with the school, organizes extracurricular activities which are open to all students of the European School of Varese who have enrolled in the Parents Association. The activities take place during the afternoons of short days, after school. In order to ensure continued supervision, on short days the activities start immediately on completion of lessons and include supervision of lunch in the Mensa. For information about these courses or registration issues please write to:

parents.association@agsev.it

- Library

“TREASURE ISLAND” is the library of the Nursery and Primary departments of the European School of Varese. There are 4 sections : DE – EN – FR and NE which are run by volunteers from Parents Association with the help of Mrs. Alison Kennard who is an English 2nd language teacher and who is the library co-ordinator.

The library is also open to the students of the middle school (the first three years of the Secondary School). Parents are asked to make an annual contribution to the library of €15 per family.

17. School Transport

The bus network covers a large area. For information on routes and costs, please contact: Mrs. Daniela Contini.

var-servtrasp@eursc.eu

Cooperative Transport Students, who are housed in primary school.
tel: 0332/242092

19. Canteen

The numbers to contact are:

Tel 0332 / 806231 Fax 0332 / 231058

E-mail: var-coopmensa@eursc.eu

Website : www.comsev.eu

The COMSEV is located in the building of Secondary School, in Via Mameli 35.

Students eat lunch at school only during long days. The whole time they are accompanied by teachers.