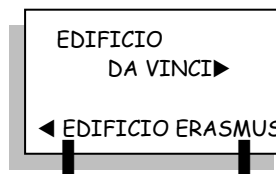


Welcome to the Secondary School. In order to help you to settle in, we hope this information will be useful. We hope you won't have any problems, but just in case you do, don't waste time, ask any Educational Adviser, teacher or the Head of secondary for help.



1. THE BUILDINGS

Some of the lessons of year 1/2/3rd take place in the ERASMUS building, near the Primary School, another part in the DA VINCI, on the other side of via Mameli. You will have to cross over through the tunnel under via Mameli several times a day. **Take care and don't run !**

2. THE PEOPLE YOU WILL MEET

Several people take care of you during the day. You already know the nurses and the dinner ladies. We would like to introduce some new faces who you will meet every day :

- | | |
|--------------------------------|---|
| ➤ The Deputy Head : | Ms. Maas |
| ➤ Educational Advisers : | Mr. Gerlinger (Principal Educational Adviser) |
| | Ms. Cornale (1 ^e , 2 ^e , 3 ^e) |
| | Ms. Digangi (1e, 2e, 3e) |
| | Mr. Ferrant (4 ^e , 5 ^e) |
| | Ms. Warnon (6e, 7e) |
| Laboratory Technicians : | Mr. Marchese (physics) |
| | Mr. Mengoni (biology) |
| | Mr. Cavagnoli (chemistry) |
| ➤ Secondary School secretary : | Mrs. Amic |
| ➤ Office technician : | Mr. Crosazzo |

DA VINCI building: Ms. Maas, Mr. Gerlinger and Ms. Amic are in the offices at the entrance, Mr. Ferrant has his office next to the studio of the higher classe, Ms. Warnon has her his office on the 1st floor opposite the canteen.

ERASMUS Building: Ms. Cornale and Ms. Digangi work on the 1st floor, next to the studio for the first three classes. They are on hand to help you at any time of the day.

Form teachers

You'll have many more teachers than at primary school. One of these will be your form teacher, who will be responsible for your class. Don't hesitate to contact him/her when you have a problem or need information. Your form teacher will explain all about school rules and absences procedure.

Class monitor

Your form teacher will organize an election to elect the class monitor. This is a very responsible position for a boy/girl who must pass on information from the Direction to his/her fellow-students. There is also a deputy monitor. The monitor finds important communications in the room opposite the Educational Advisers' office in your class's tray.

Further details about the class monitors' tasks will be discussed during the first meeting.

Student Council (CS)

The Student Council is elected by the students to represent them during meetings with the Direction, etc... There is a president, a vice-president and students from different year groups who are involved with school life, such as extra curricular activities. Two of these students represent the European School of Varese in meetings with all the European Schools. This committee is called COSUP.

3. SUBJECTS

These are the subjects you will study in 1st class :

- First Language (L1)
- First Foreign Language (L2)
- Second Foreign Language (L3)
- Mathematics
- Human Sciences
- Integrated Sciences
- Art
- Music
- Physical Education (P.E.)
- Information Technology (ICT)
- Religion / Ethics

Information Technology has one lesson per week all year.

From year 3 Human Sciences will be taught in the 1st foreign language. In the 4th and 5th Human Sciences becomes two single subjects (History, Geography), still taught in the 1st foreign language. Integrated Sciences become single sciences (Biology, Chemistry and Physics) in the 4th and 5th years. In the 5th students choose their courses for the BAC cycle (6th and 7th year).

Learning support

Students who have difficulties in some subjects may have extra lessons. The teachers decide who needs extra help and the parents can then approve the decision.

For new students who have not yet reached the level required there is a special course in 1st Foreign Language of two lessons a week to help the students catch up. Again, the decision is made by the relevant teacher. These courses begin in the 3rd week of school and some are held on Friday afternoon. Parents must organize their own transport.

4. LOCKERS

Every student has a locker and is responsible for the key. At the beginning of the school year every student receives a key which must be handed back at the end of the 3rd year. At the beginning of the 4th year the keys will be distributed again.

5. THE LIBRARY

The School library is in the building DA VINCI. You may go there with permission of the Educational Advisers or of your teachers. You may also use the library in your free periods or at lunch time. You must remember that no chatting is allowed in the library. Other rules for the library can be found on the school website.

6. MEETINGS WITH TEACHERS

Every teacher has one lesson a week set aside for meetings with the parents. At the beginning of the year these meeting hours will be published on the school website. To make an appointment parents can send a mail to the teachers concerned.

7. ABSENCES

The rules concerning absences are published on the website and will be explained to you by your form teacher on the first day of school. In case of absence your parents have to send an email to VAR-ASSENZE-S123@eursc.eu. If you have to take special leave of absence, your parents must ask official permission to the direction one week before. Beware : on the days before or after holidays you can be absent only due to illness (justified with a medical certificate) or because of a death in the family. Look at the rules on the website when in doubt.

8. MARKS

You will get a mark of 0 – 10 for every subject. 10 is the highest, 0 is the lowest. The school communicates the marks to the parents 4 times a year.

- November : report with a comment from every teacher;
- January : 1st semester marks + comment ;
- April/May : comment + information about possible failure ;
- July : marks of 2nd term + year marks.

9. LEAVING THE SCHOOL PREMISES DURING SCHOOL HOURS

You may not leave the school premises during the day without special permission from the Deputy Head or the principal Educational Adviser.

10. SICK BAY

If you feel ill at school, go to the sick bay. The nurses will inform your parents and the pedagogical advisers if you have to go home.

You must get permission from Ms. Cornale or Ms. Digangi before going to the sick bay !

11. HELP

If you have any problem at school, please don't hesitate to ask for help. Don't accept to be bothered, bashed or bullied by other children, you have the right to make your homework quietly, without being disturbed. All teachers are always on hand to help, as are the advisers, your form teacher or the deputy head. A group of teachers has followed a special course to give a listening ear to pupils who need it. The group is supervised by the school psychologist Ms. Otton.

If you get lost or do not find the person you wish to talk to, ask for directions at the advisers' or Ms. Amic's office. We are here to help you.

12. COMMUNICATIONS FROM THE SCHOOL

We advise you and your parents to consult the school website on a regular basis. Detailed information, many documents and procedures are published on the website. At the beginning of the year your parents receive a username and pass word to consult the School Management System and follow your achievements. Some communications are still made on paper or via letters. Make sure you don't leave important letters in your schoolbags. You must get used to giving your parents these letters as soon as you get home.