

MassauaBook

Introduction

... first of all A warm Welcome.

This booklet aims to give you some information about the new school. So many beautiful things can happen thanks to the collaboration between school and families, in these years in which your children learn the bases of the society in which they live. Get the chance to get involved!

Let's start

The first golden rule

Define and communicate to your child where you will meet at the end of the school day: choose an external place where your son/daughter will always find you! That place will be the “reference point” both with the sun and the rain! That point must also be communicated to grandparents and baby-sitters, because no one can enter the gates for the safety of all children.

With the “reference point”, It will be easier for the children to communicate to the teacher the presence of the adults at the exit and to reach them.

In the morning, if your child has some difficulties in leaving you, bring him/her to the teacher or to the school assistant, who will take care of him/her and will help him/her to safely reach the classroom.

Remember: the more you stay with your child, the harder it will be for her/him to say you goodbye

Proxy for the pick up

Remember to fill in the proxy form in case you want to delegate other people to pick up your child from school.

The form has to be signed by you and by the delegated person (minimum age 18 years old). A copy of your ID card is also required.

Better to delegate more than one person: an unexpected event can always happen!

The Secretariat

The secretariat of our school is on the first floor, right above the entrance and next to the so-called ‘aula video’.

The filled forms and the requests addressed to school has to be delivered here. Check the opening times to the public.

The secretariat will give you the useful information and will tell you how to proceed in case you need to obtain some documents from different Institutions.

The communication school-family

You can use the notebook/diary to address any private/direct communications, concerning your child or your family: the teachers will always be ready to help you. Write the message on the notebook/diary and remind your child to show it to the teacher, in private. The teacher will answer you on the same diary-book.

For any general information / clarification, instead, ask the class representative first.

Books and homework

Books has to be booked, as soon as possible, in a stationery shop or local bookstores. After a few days from the start of the school, you will find in the diary the so-called "cedola libraria" (book coupon), which allows you to get books for free.

The coupon is composed by two parts: one for the stationary shop, the other for the school secretariat (you can return it to school by using the diary).

Every Monday the books and notebooks are brought to school and store there for the whole week.

On Friday, they will be given to children to allow to do homework during the weekend. Don't worry, at first year they won't be a lot.

But what happens if your child gets sick?

The simplest thing is to contact the parent of a schoolmate and ask him to write on his diary that his son will take the books of the sick mate so he can collect all books.

If you do not have a parent's number, you can contact the school (phone number 02 / 88444586/7) and pick books up at school ... but keep this as an ultimate option if you don't find any parents available!

If you forget or lose some object

Once out the school, it is not allowed to go back to school to collect forgotten objects. You have to wait the day after.

In case you lose an object (for example a jacket / hat / sweatshirt) you can search for it in the chest you find at the school entrance: all the forgotten objects are stored there. The best time to check the chest is in the morning, after the children have entered, or in the afternoon before they leave school.

In June, when the school ends, a group of parents will collect, wash and iron the clothes still stored in the chest and will sell them at the "school market". At that time, in case you want your clothes back, you only can buy it: in this way you will support the ADG (Assemblea dei genitori – parent's assembly) finances

L'ombrello Amico -The friendly umbrella

At the entrance, in the rack, there are functioning umbrellas with a red sticker. If on a rainy day you forgot yours, don't worry: you can borrow one and then bring it back the next day. The Amico

umbrella could be eventually useful to someone else. Remember to your child this nice solution not to get wet.

Snacks and Milano Ristorazione

For the mid-morning snack, it is recommended to bring a light snack, which gives energy and avoid to lose the appetite at the lunchtime.

For temporary diets (a morning stomach ache, ...) you have to fill and deliver to school the specific form: it is not enough to inform school through the diary!

Download it here: <https://www.milanoristorazione.it/files/moduli-milanoristorazione/moduli%2016%2001%202017/MOD%20F-2.pdf> and keep a copy at home !!

For special diets, for religious or health reasons, you have to refer to Milano Ristorazione: on the website <https://www.milanoristorazione.it/moduli> you will find all the instructions and forms for the request. The regulation of Milano Ristorazione gives also the possibility to bring lunch from home, but to do that it is necessary to receive detailed instructions from the School.

Massaua is connected

WEB-SITE On The official website of the school <https://www.cardarelli-massaua.gov.it/>: you will find all the information concerning the forms / regulations / strikes / circulars / initiatives and the electronic register. The login and password to access to the electronic register will be communicated by the school: there you can find all the information concerning your child such as the lesson plan, weekend homework, grades, absences, etc.

APP You can access the electronic register also from the App "Axios Famiglia"

FACEBOOK Another communication tool that we are gradually using is the Facebook group "wearemassaua", managed by the parents of the school. Here you will find initiatives, appointments, activities and much more! Take a look at it and you'll be surprised by all the activities we've put into place. If you have ideas, that's a good place to share them!

What happens in the school (beside the lessons 😊)?

In addition to lessons and school trips, many activities are organised to enhance teaching activities.

Project during the school hours

The projects during school hours, carried out in the classroom during class hours, are proposed by the teachers to increase the knowledge and to help children to feel better together (some example: a project to approach music, school psychology). In general, these projects are carried out at "interclasses level" (that means they are done for all the second classes, all the fourths, ...), with a small economic contribution, asked to the families through the class representative. For these contributions our school has set up an internal solidarity fund for families with financial difficulties: the request is made through a form prepared by the secretariat in October-November and which requires the presentation of the ISEE.

The Three-Year Plan of the Educational Offer (PTOF) outlines the "stable" projects that the school proposes to children year after year, according to ministerial guidelines. All the referring documents are available on the School website. An example of these projects? **The library!** Every

two weeks the children, with their teachers, go to the internal library, on the first floor: children can choose among about 6000 volumes! Your child can borrow a book, read it at home calmly and return it at the following time. In summer you can borrow two books instead of one, for a nice summer of readings!

The projects after the school hours / afternoon

After school hours, parents can register their children to the numerous activities that are held in the school building: music, painting, physical activities, English, etc.

These activities vary from year to year, with registration in September. Every association that proposes it will provide a flyer or a notice, in which it will explain the modalities of registration and participation. The advantage to take part to the activities in Massaua school is that children can stay in the class and directly attend the course without leave the school.

In case of need, Families can also register children to the pre-school and / or evening games, which are organized by the Municipality of Milan directly (<https://www.comune.milano.it/aree-tematiche/scuola/servizi> -6-13-years / pre-school-and-games-evening-schools-primary-state): between 7.30am and 8.30am (pre-school) and 4.30pm and 6.00pm (evening games) the children carry out educational / ludic activities at school, with educators.

What parents can do at school?

Parents are educators of their children and teachers' collaborators: they also can take part to some of the following boards/positions.

Class representative

She/ He is a parent of the class who is elected as representative of the families during the first class meeting at the beginning of the school year. His/Her represents families for one year and he/she is the first interface between families and teachers. If you have a problem concerning school, before writing an email to school head or school staff, refer to him/her: he will be able to help you or to ask suggestions to the other school representatives. The school receives a lot of requests: well addressing them will help you to obtain an appropriate answer.

What the class representative does?

He/she is the touch point between parents and teachers: he sends the school's communications and information of interest of the whole class (ex. Circulars from the secretariat, materials to bring to school, ...). To communicate all those information to families, the class representative uses email or chat (WhatsApp): be careful to avoid improper use of this instruments and in particular the chat! It is a rapid communication tool, not a place for debate or discussion on non-school subjects.

Usually the class organises a class fund collection thanks to which families contribute to the needs of the class, pay for trips or special projects. It is managed by the class representative.

Each class decides if and how manage any Christmas or year-end gifts, for the class or for teachers.

The class fund is collected and kept by the representatives.

The representatives of all the classes periodically organise meetings to discuss topic related to school and eventual problems and how they can be solved at inter-classes level (interclass meetings). The representatives meet periodically with each other and with the head teacher at the Committee meeting, to discuss the various questions and proposals suggested by the families.

The meetings school/family

At class meetings, which take place in the afternoon according to the calendar on the official website, parents and teachers of the class are invited. General topics about the class are discussed: programs and trips, relationship among students, ability to work together respecting the rules, etc. Please note that children cannot attend these meetings or be left in the hall.

At the end of the class meetings there are often interviews with teachers: it is necessary to book it in advance by writing a message on the diary! It is an opportunity to discuss with teachers about how your child behaves in class, what difficulties he has, ... Here, we only talk about your child!

On the other hand, only class representatives and teachers are invited to the interclass meetings, divided by year: the first, the second, ... There is an official report that resumes what discussed: trips, projects, programs, ...

Assembly of the Parents (AdG), Committee and active participation

As parents of the school, you are a member of the Parents' Assembly by right. The assembly is organised a couple of evenings during the school year. It is an opportunity for families to meet each other, according to a defined agenda. It aims to propose projects, support proposals, decide how to use the funds collected with the various initiatives (parties, marches, events, ...).

It is important that each family takes part to these meetings with ideas, suggestions and personal skills, so that the school could be a place of growth for adults and children.

The ADG is composed by several committees, to better address specific issues (see Maurizio's flyer).

Taking part to them, according to personal sensitivity and work restrictions, is certainly a great way to get to know other families in the school and create an educational network.

Parents are needed to open the library in the afternoon or to catalog books (even at night! If you want even from home), sporting parents for athletic events, ... but also parents who well know a foreign language in order to translate the important warnings.

There are lots of opportunities to join the ADG: don't be shy, com'on!

School board ('Consiglio di Istituto')

It is a committee elected by parents, teachers and school staff. Each member elects its representatives in occasion of the elections held every three years. The committee has the power to decide, for example, the school calendar, to approve the school budget, to authorise the use of the school premises for extracurricular activities. Above all, however, it approves the Three-Year Plan of the Educational Offer, which is the school's guideline, and the Institute Regulations.

The President of the Institute Council is a parent.

You can be an active part of school life thanks to your vote or apply for the election.

Groups dedicated to inclusion of children with special needs are also organised. More information will be given during the year.

What can parents do outside of school?

... the pedibus!

The pedibus was at the beginning formally proposed by the Municipality of Milan, then managed in an amateur way by a group of school's families.

We meet in a defined place, at a specific time, in order to go to school together, accompanied by an adult. The advantages? Children go to school on foot, enjoying the neighbourhood and getting to know friends from other classes. Adults earn precious minutes to reach the workplace, without blocking up via Massaua road with cars. When registering to the Pedibus, the child is covered on the way home-school by the School's insurance policy, even if that service is completely free.

At the moment, the active line is from piazza Gambarà/via Fornari but new lines can be organised if needed: if you plan to reach school on foot, why don't you activate it? Contact the referent for pedibus to receive more information.

The collection of points from supermarket

The fidelity programs organised by supermarkets have become a precious source for renewing the didactic material: often we involve children, making them happy to contribute to that project useful for all the school.

So please, if you can, collect points, put them in an envelope and bring it to school through the diary.

Obviously the more points you collect, the better is. At the end of the collection, the list of the material received will be listed on the school website.