



Early Years and Elementary Section

PARENT/STUDENT HANDBOOK

2021-2022



E office@romeinternationalschool.it
T +39 06 84482650/651
www.romeinternationalschool.it

Contents

Health and Safety protocols, September 2021

1. Welcome note
2. The School
3. Mission statement
4. Educational project
5. Absence
6. Assessment and reporting
7. Breaks
8. Class assignment
9. Calendar
10. Concerts
11. School uniform and dress code
12. Discipline
13. Entry and exit procedures
14. Emergency exit procedure
15. Homework
16. ICT
17. Lunches
18. Parent-Teacher meetings
19. Parent-Teacher Association
20. Class representatives
21. Religion
22. Summary of school rules and regulations
23. School trips
24. Residential trips
25. Medical issues / First-aid
26. Management Team
27. Use of English
28. Use of school property
29. Visitors
30. Communications and Privacy
31. Extra-curricular activities
32. The Library
33. Counsellors
34. Special Educational Needs

HEALTH AND SAFETY PROTOCOLS SEPTEMBER 2021

The School's Management Team has prepared a guide outlining the protocols in place for the 2021-22 academic year. The guide is based on guidelines issued by the Italian government and draws on international best practices. It addresses the measures in place to ensure a safe environment for all members of the school community. It is based on the following principles:

- Protect the health and safety of students, staff and parents
- Follow the guidelines issued by the Italian Ministries of Health and Education
- Provide clear expectations for all members of our community during this emergency learning environment

Please refer to the guide, accessible via the link below, for detailed information on safety procedures covering all aspects of school life - social distancing in the classroom; lunch and transportation services; entry/exit procedures; parent and visitor access to the campus.

[CONSULT THE HEALTH AND SAFETY GUIDE](#)

Please also note that a complete list of school policies can be found on the school website.

1. WELCOME NOTE

Rome International School (RIS) is an exciting and vibrant learning community, where we are privileged to lead a team of dedicated staff who are committed to all aspects of our students' education. We strive to provide a well-ordered, happy, teaching/learning environment, which will secure the highest possible standards of achievement for all. Welcome!

- *The Early Years and Elementary School Team*

2. THE SCHOOL

Rome International School was founded in 1988. The Middle School was opened in 2001 and the High School was inaugurated in 2007.

In May 2012 our Early Years and Elementary School received full International Baccalaureate (IB) Primary Years Programme (PYP) Authorisation from the IB governing body in The Hague, The Netherlands. RIS received many commendations from the IBO for our on-going commitment to the PYP programme including fostering a climate of trust that supports risk taking and critical thinking amongst our students. We are the only International School in Rome authorised to offer both the

IBPrimary Years Programme and the IB Diploma Programme, thereby ensuring the quality and consistency of an international education, resulting in a passport to the best universities in the world. If you'd like more information about the Authorisation process please visit: www.ibo.org/pyp/become.

A Proud of Member of Globeducate

Globeducate is a network of more than 55 premium K-12 international schools and online programmes educating over 30,000 students in ten different countries and on three continents. As a member of the Globeducate family, we believe that young people will only succeed in the world of tomorrow if they are prepared for the challenges they will face. The world is changing at an incredible pace, and education has to keep up with this constantly shifting environment. As educators we have the opportunity and responsibility to lay the foundations for a better future.

As well as **Educational Excellence**, core principles are **Global Preparation**, **Excellence in Co-Curricular** subjects which help to form well-rounded individuals, and **Education in Values** – developing positive, compassionate and motivated young people. Our shared mission is to prepare each student to become a global citizen who can shape the world.

RIS Rome and the ICS network

From September 2021, RIS will join Globeducate's ICS network of premium international schools in Europe. Globeducate ICS Schools lead the way in Europe for **innovative IB education** and a vision to prepare students to shape tomorrow through developing a love of learning; intercultural understanding and engagement with the world around them.

The school's new logo, which will officially be launched from September 2021, will reflect our status as a premium Globeducate School in Europe alongside flagship schools in London, Paris, Milan, Nice, Côte D'Azur. As a **Globeducate school**, we offer Italian and internationally mobile families a wider choice of school locations throughout Italy and Europe.

RIS will continue to be a proud member of the Globeducate network and will lead the way for an innovative IB education. Being a member of the Globeducate ICS group will allow for increased opportunities for school-wide collaboration and sharing of best-practices as well as continued involvement in inter-school events and exchange programmes.

3. MISSION STATEMENT

At Rome International School our mission is to provide a nurturing environment, in which children of all nationalities and faiths can explore and respect their own and each other's cultural and

religious heritage. We aspire to equip our students with the skills needed to become life-long learners, so that every child is able to realise their unique gifts and talents and achieve their full potential. As educators, we aim to guide our children in the process of 'learning to learn', facilitating their development into inquisitive, active and open-minded students, capable of working independently and in a spirit of harmony and co-operation alongside others. We believe that such an education is needed to meet the challenges of the future and will produce individuals who are self-confident, resourceful and enterprising.

4. EDUCATIONAL PROJECT

RIS believes that the role of a school is to teach to think, and intends to prepare its students for entrance into the best universities in the world. The educational goal of RIS is inspired by the four pillars of education, which are the basis of the educational report for the 21st Century of Delors/UNESCO.

1. **Learning to know:** that is to master the necessary learning tools to understand.
2. **Learning to do:** that is to acquire the personal competences and initiative which will be necessary to create in one's particular environment.
3. **Learning to live together:** that is by understanding human diversity and being aware of the similarities and interdependence of all people so able to collaborate with others in common aims and projects.
4. **Learning to be:** in mind and body.

The close relationship between these principles and those set out by the IBO is evident.

In full accordance with the decision to become part of the family of IB World Schools, RIS aims towards an education committed to the formation of character; that of open-mindedness and curiosity alongside the encouragement of a spirit of enterprise and the adoption of a method of continual learning; ('learning to learn'). RIS also aspires to teach its students the concept of social responsibility (as global citizens and also as the world's future workforce). These principles are fully aligned with those of Globeducate.

Seen from this perspective, the strategic objectives in the entire learning process, from the infant classes through to graduation, can be summarised in the following way:

- RIS encourages the acquisition of autonomous thinking skills, with an ability to organize and manage one's own personal competences using intuition, judgement and common sense in order to innovate and realise individual life projects.
- RIS promotes the spirit of co-operation (living and working with others).
- RIS promotes the spirit of emulation (merit and responsibility).
- RIS encourages identity and creativity.

LEARNING IN THE EARLY YEARS & ELEMENTARY SCHOOL

Our aim is to provide a high quality early childhood program within a safe and nurturing environment, allowing children to develop independence, confidence, and a positive sense of themselves and the world around them. We will challenge and stimulate each child through a variety of developmentally appropriate activities to enhance language, literature, music and movement, creativity and socialization. We will encourage social skills through interactions with adults and other children. We will develop and enhance your child's knowledge and understanding of the English language. We establish daily routines to ensure a secure and healthy environment.

As part of being an authorised IB school, we have developed our curricula, teaching practices and policies to enable us to deliver our programme. This involves the following points of focus in the Early Years and Elementary School:

- *Structured Inquiry* as a vehicle for learning has been introduced. This is a common method of teaching and learning in most subject areas.
- Children are encouraged to ask questions about what they are learning, and their questioning skills have been developed by their teachers, who encourage them to ask more open questions.
- Children are asked to consider how they could find things out for themselves, with support from their teacher, and which sources of information
- they could use. They are asked to make predictions and to share their ideas and opinions.
- Children are asked to reflect on what they learn; how it affects things they already 'knew'; what it makes them now want to find out; how successful they have been and how they could be even more successful.

The school will undergo the five-year review of the IB Primary Years Programme during the 2021-22 academic year. This review will be led by the School's IB PYP Coordinator and a successful outcome will authorise the school for a subsequent five-years.

OUTDOOR LEARNING

Outdoor learning in the Early Years and Elementary is enhanced thanks to the school's spacious grounds and outdoor classroom surrounded by natural parkland. A wide range of activities are organised and developed by Rome International School teachers:

- Learning outdoors supports the development of healthy and active lifestyles by offering children opportunities for physical activity, freedom and movement, and promoting a sense of well-being.

- It gives children contact with the natural world and offers them experiences that are unique to outdoors, such as direct contact with the weather and the seasons.
- Playing and learning outdoors also helps children to understand and respect nature, the environment and the interdependence of humans, animals, plants, and life cycles.
- Outdoor play also supports children's problem-solving skills and nurtures their creativity, as well as providing rich opportunities for their developing imagination, inventiveness and resourcefulness.
- Children need an outdoor environment that can provide them with space, both upwards and outwards, and places to explore, experiment, discover, be active and healthy, and to develop their physical capabilities.
- The outdoor environment offers space and therefore is particularly important to those children who learn best through active movement. Young children learn predominately through their sensory and physical experiences which supports brain development and the creation of neural networks.
- For many children, playing outdoors at their early years setting may be the only opportunity they have to play safely and freely while they learn to assess risk and develop the skills to manage new situations.

5. ABSENCE

We ask parents to ensure that they inform the school office before 08.15, by email or telephone, if their child will be missing school. Please also make sure that if your child is late **that they sign in at the main reception desk on Level 1**. Please note that the student must either be physically present at the point when the register is taken or must be signed in late. No other form of message from another parent or student is acceptable.

Parents must help ensure that children quickly get into the routine of attending school every day. If children are at home due to illness for more than three days (Early Years & Elementary students), a medical certificate must be provided. When a student is absent for **20 days** in the school year, for any reason, the school has the right to expect the student to repeat the class. The final decision will be based on overall attainment and will be irrevocable.

ABSENCE DUE TO ILLNESS

Students who feel unwell during the school day will be seen by the school first aid office or Doctor who will evaluate the next steps. In the interest of safeguarding the health and safety of the entire school community, children will not be allowed entry into the school if they show symptoms of being unwell. If Early Years and Elementary students are at home due to illness for more three days, a medical certificate must be provided.

[Click here to consult the summary of Covid-19 protocols if a student feels unwell at school or at home.](#)

Important: A summary of the school's healthcare service can be viewed at the link below. We strongly encourage you review the school healthcare service, particularly important as COVID-19 precautions continue. Please note that the school doctor will be onsite one day per week.

- [Download the School's Healthcare services \(PDF\)](#)

6. ASSESSMENT AND REPORTING

Assessment is an integral part of all teaching and learning. We aim to use assessment strategies to provide data on the learning process to enable all involved in the learning process (the teacher, the child and the parent) to reflect on and further progress. Reporting will involve a Parent/Teacher conference in November followed by a short report in December; a parent/teacher/student portfolio conference in March and a Parent/Teacher in April/May followed by a detailed report sent via email in June. If needed, we provide prompt alerts during the year about student progress/ behaviour to parents.

We have developed our own framework based on the Early Years Foundation Framework and the PYP. This allows us to monitor and track the social, emotional and physical development of students as well as communication and language, maths, expressive arts and design skills. This is implemented for Early Years classes up to and including Year 1.

7. BREAK TIMES

Children are supervised during break times. Whenever possible (unless in case of heavy rain) children will be taken outside for break times. We ask parents to provide suitable footwear, warm coats in the winter and sun hats in the summer. On very rainy days, children will take their break in the classroom, as on very hot days.

8. CLASS ASSIGNMENT

In an International School it is not customary for a teacher to take a class all the way through the Elementary system. It is quite probable that children will at times during the Elementary Years be changed and mixed within the Year group, which is good for their social and emotional development. This remixing is based on pedagogically approved criteria i.e. equal balance of boys/girls, equal distribution of native/non native speakers, friendships etc.

The decisions about the placement of a child in a particular class affect the interests of children collectively and for this reason can only be taken by the school itself.

9. CALENDAR EVENTS / DATES

The school calendar is available on the parent portal of the school website. Other events may be added to this calendar if they are felt to be of importance and relevance. Parents will be notified of these via the weekly school newsletter.

[Download the term dates for 2021-2022](#)

10. CONCERTS

During the course of the year, children will be involved in class productions. The performances are a part of the curriculum and bring together music, dance, drama and literature, which are all done during class time. The concerts provide powerful opportunities for learning, communication and expression.

NB: To maintain social distancing, the school will assess if and how traditional events and whole-community gatherings will be held. Any changes and further details will be communicated in a timely manner.

11. SCHOOL UNIFORM AND DRESS CODE

Students in Nursery to Year 6 must come to school in the specified school uniform. It is compulsory that all students wear the RIS uniform (including P.E. uniform) without modification.

In order to minimise inconveniences that may arise from the change of the logo, please be informed that there is a transition period of 12 months in which it will be possible to wear both versions of the uniform. The new uniforms will be available from January 2022 and we will communicate new developments in a timely manner.

[Read the uniform policy and view the shop opening times.](#)

12. DISCIPLINE OF STUDENTS

At RIS we enjoy a very positive learning atmosphere. We expect students to show respect for staff, other students and the school premises. We believe in dialogue and support; however the school will enforce disciplinary measures whenever this is felt necessary to maintain the ethos and environment of the school. Minor behavioural concerns will be communicated to parents. In the case of more significant or repeated issues or concerns however, the Section Head or her Deputy will request an interview with parents. Parents will be requested to attend a meeting with the Principal in the case of serious issues. A full description of the disciplinary procedures can be found in the official RIS document ['What we offer' available on our website.](#)

13. ENTRY AND EXIT PROCEDURE

As with our entry and exit procedures, there will be a staggered start and end to the school day, which will allow all families to exit the building in the safest way possible.

[Read more about the entry and exit timings and procedures for Nursery to Year 6 classes in our Health and Safety guide.](#)

Please note: to ensure social distancing and to protect the overall health and safety of our community, parents and visitors are not permitted access to the school building without an appointment. All parents and visitors must go to the main school reception area on level 1 in the first instance. This also applies to pre-arranged appointments with members of staff.

Pre / post school care: All students who arrive before the first arrival time or stay beyond the official closing time will be required to join the supervised pre and post-school supervised sessions. Parents will subsequently be invoiced for the supplementary supervision fee.

14. EMERGENCY EXIT PROCEDURE

Prolonged ringing of the fire bell indicates an emergency exit. Students should leave their work and line up at the door, to exit the building by the main staircase or the emergency staircase as advised by the teacher. Teachers will lead the students to a line up area in the designated zone and mark the register. The lift must not be used during an emergency exit.

15. HOME LEARNING

The RIS Elementary Home Learning policy provides families with ample possibilities to follow their interests and learn together. We encourage all activities, which help our students to better understand the world around them and develop their character and social skills. As well as daily reading, students are given a choice to follow their own lines of inquiry or interests, within or outside of their Unit of Inquiry. We believe that when children discover information themselves they have far greater ownership over what they have learnt and are more likely to make connections with real-life learning.

16. ICT

Students, under supervision, can use approved children's search engines on the Internet for research related to the curriculum. Children are taught to select only relevant and useful pieces of information.

Information and Communication Technology (ICT) is embedded throughout the PYP programme. The Elementary section has a recharge trolley for laptops and iPads available for student use. Laptops may be used during lessons at the teacher's discretion. Students may not remove a network cable from a school computer to attach to laptops. The IT facilities in school (computers, printers, wireless internet etc.) should only be used for activities relating to studies, not for recreation. The RIS regulations must be followed at all times, or access will be denied. Using IT

inappropriately or to abuse others is a serious disciplinary offence and action will be taken in all cases.

The school uses Google Suite for Education.

In September 2021, Toddle will replace Seesaw as the educational platform that will facilitate collaborative planning, student portfolios, report creation, and teacher-parent communication.

17. LUNCHES

Students will have their lunches provided by the school catering company. Students must have lunch in the canteen on level 2 (Elementary) and level 1 (Early Years). Students are not permitted to order food to be delivered to school from outside for break or lunch.

As part of COVID-19 health and safety measures, the school has increased the time between each sitting to allow for full cleaning and disinfection of spaces, surfaces and materials. Students will sit down and have their lunch with adequate distancing between them. Students will remain with their classes throughout lunch and break times.

To encourage students to develop a healthy appetite for lunch and improve their appreciation for eating more fruit and vegetables at school all Elementary students will be offered fresh fruit for their morning break. It is not necessary to provide other snacks.

[Read more about the lunch service for the 2021-22 academic year by clicking on this link.](#)

18. PARENT/TEACHER MEETINGS

In-person or virtual class meetings will be held at the beginning of the year and during the year if necessary. Report conferences will be held in November and April/May and teacher/parent/student conferences will be held in March. Teachers are available for appointments with parents - either virtually or face-to-face depending on the current circumstances. Appointments to meet with teachers the Head of the Early Years and Elementary can be made via the school office.

19. PARENT-TEACHER ASSOCIATION

The PTA welcomes all parents and teachers to take part in the fundraising/social events organised by the PTA. Meetings are held regularly and various committees agreed on at the start of the year. Parents are also encouraged to take part in the class Representatives committee.

To maintain social distancing, the school will assess if and how traditional events and whole-community gatherings will be held. Any changes and further details will be communicated in a timely manner.

20. CLASS REPRESENTATIVES

Each year parents are invited to work with the school community in matters of interest. Parent representatives will be elected in September in-person or virtual class meetings after-which the elected representatives will meet monthly with the relevant Principal. Virtual meetings will be held in lieu of in-person meetings.

21. RELIGION

RIS is a non-denominational school where religions are studied through the celebration of diverse cultures. The study of religions at RIS is not an attempt to alter a child's own beliefs but to provide knowledge, understanding and tolerance of their own and other's beliefs.

22. SUMMARY OF RULES AND REGULATIONS

1. Students from Nursery to Year 6 must come to school dressed in full school uniform. The Physical Education uniform may be worn only on the days when students have Physical Education. Parents of children who do not comply with these rules will be called to take their child home and their absence will be considered unauthorised.
2. Behaviour that causes damage to the property of the school or to that of a fellow student will not be tolerated and disciplinary procedures will be carried out.
3. Students must not bring fireworks, knives, dangerous toys or imitation weapons to school. Such items will be confiscated and the student subject to suspension. Electronic games and MP3 players must not be brought to school. Mobile telephones must not be used during the school day. This list is not exhaustive and the Section Head's decision on what constitutes reasonable equipment to bring to school is final.
4. Missing lessons without parental permission will be counted as truancy and will lead to suspension.
5. Whilst every effort will be made to deal with behaviour issues within normal classroom management procedure, there are sanctions for offences such as fighting, bullying, damage to property, theft and bad language. Where a student threatens to disturb the learning environment of the class, the following action will be taken:
 - Parents will be called for an interview to establish possible background motives for the child's behaviour and to obtain their cooperation.
 - The class teacher, Principal or Vice Principal will decide on an agreed method of discipline and method of dealing with problem behaviour. All teachers and the child's parents will be informed.

- A 'target' book may be used to provide a basis for home/school/Principal coordination and monitoring.

Where disruptive, dangerous or unacceptable behaviour continues without evidence of improvement:

- Parents may be asked to consult an Educational Psychologist at their own expense.
- Parents may be asked to fund the service of a support assistant, to work with the student in the classroom.
- The student will be temporarily suspended. The first suspension will be for one day, a second suspension will be for three days.
- Parents and student will be warned by registered mail that a further suspension will lead to expulsion.

6. Students who are suspended from school on three separate occasions will be liable for expulsion.

7. Any student who brings illegal substances or pornographic material (in any media) to school or to any school event will be suspended, or expelled, without recourse.

8. The interior and exterior of the school are constantly monitored by CCTV to ensure the safety and security of RIS students and staff.

9. Students may be suspended or expelled for a single offence if they bring the school into disrepute by circulating in written, printed or electronic formats anything which could be damaging to RIS, its teachers or its students, or to anyone associated with the school community. Parents are required to note that also their behaviour, if potentially damaging to RIS, its teachers, its students or to anyone associated with the school community, could impede the continuation of the relationship with the school.

10. The School has a no-touch policy where students are not allowed to use their hands, feet and things to cause harm to others. This means that ambiguity about play-fighting can be avoided and excuses about the non malicious intent of actions will not be accepted.

For a full copy of the whole school rules and regulations contact the Principal/Vice Principal or refer to the document 'What We Offer' [available on our website](#).

23. SCHOOL TRIPS

Trips are an important part of the curriculum as they provide a real-life context for students' learning and are usually related to Units of inquiry being studied in class. Visiting places in the community makes the learning more engaging, contributes to a deeper understanding of the concepts explored and can trigger new inquiries.

Please note that day-trips will only take place if current circumstances permit and in accordance with the relevant health and safety guidelines.

24. RESIDENTIAL TRIPS

Students in Years 3 to 6 will be offered a residential trip once in the school year. The ratio of adults to students will not be less than 1:10. These trips will be organised to ensure a good balance between educational and social development. The itinerary for all trips is carefully chosen to ensure an educational but enjoyable experience for the students.

Please note that as with day-trips, residential experiences will only take place if current circumstances permit and in accordance with the relevant health and safety guidelines.

25. MEDICAL ISSUES / FIRST AID

[Click here to consult the summary of Covid-19 protocols if a student or member of staff feels unwell at school or at home.](#)

If a student is feeling unwell they must inform a member of staff. They will then be sent/ taken to a separate area outside of the school building where they will wait to be picked up by their parents.

Minor accidents will be cared for by the school's First Aid Officer and parents will be notified by an accident form. In the case of serious accidents or illness parents will be informed immediately. Please keep your contact numbers updated.

Important: A summary of the school's healthcare service can be viewed at the link below. We strongly encourage you review the school healthcare service, particularly important as COVID-19 precautions continue. Please note that the school doctor will be onsite one day per week.

- [Download the School's Healthcare services \(PDF\)](#)

26. MANAGEMENT TEAM 2021/2022

ROLE	NAME	RESPONSIBILITY
General Manager	Giulia Rosito	All non-academic functions
Headteacher and Elementary Principal	Graham Thompson	Whole-school pedagogy General Years 1 to 6
IB PYP Coordinator	Maia Lawand	Kindergarten – Year 6

Head of Early Years	Maria Palma Doriano	Curricular Nursery – Year 6
Middle and High Principal	Giles Mongare	General Years 7 to 13
Cambridge Coordinator	Gaya Govender	Cambridge Programme
Head of Key Stage 3	Stefano Baldoni	Years 7 - 9
Vice Principal Middle and High School, Head of Sixth Form and IB Diploma Coordinator	Laela El Sheikh	Years 10 - 13
Head of Curriculum and Assessment	Justine Bell	Years 7 - 13

27. USE OF ENGLISH

The official language of Rome International School is English. The school also supports the IBO languages policy that includes both the development/maintenance of the mother tongue for all learners and the promotion of the language of the host country. In the Elementary School we offer full immersion in the English language from Nursery to Year 6, apart from the times when students are having Italian lessons with their native speaking Italian teachers. Teachers will use their discretion when deciding if it is necessary to use a young child's mother tongue to help them settle.

28. USE OF SCHOOL PROPERTY

Students are taught to respect School property. Parents will be responsible for costs of any deliberate damage to school property caused by their child. The auditorium and sports areas can only be accessed under staff supervision. Entry to the gym is permitted only through the access door in the changing rooms (not the main corridor) and only by wearing the required and permitted sports shoes.

29. VISITORS

Continuing in September 2021: all persons entering the premises will have their temperature taken at the gate. They will enter the building respecting social distancing and will sanitise their hands as they enter. Protective personal equipment, in particular facemasks, will be required onsite. Visitor and Parental access to the campus will be limited and will only be permitted to those who have an appointment to see a member of staff or to visit the uniform shop. Any revisions to this procedure will be communicated in a timely manner.

Students/ parents must not bring visitors into the School without the permission of the Principal or Vice Principal.

30. COMMUNICATIONS AND PRIVACY

The emailing system is the official system of communication between School and families; please check your emails regularly and notify the office of any changes to your address. In addition please check your spam filters as some firewalls reject emails created by mail merge packages. Parents are asked not to copy other parents into emails unless it affects the cc'd families children materially and directly.

Parents are informed about all relevant aspects of school life in the form of a weekly newsletter, which is sent home via email on Friday. As well as communications about school events and important notices, we also publish the lunch menu for the following week. Please note that for reasons of privacy, only the first name of students are published in any internal and external communications (e.g newsletter articles).

Notices about school trips and major events (concerts, sporting events etc) are communicated to parents in separate letters sent home with students. Reminders will be given in the weekly newsletter. Please always check with your child if there are communications to receive. They will also be published on our website.

The dates of all meetings and exams will be notified to the families of all students involved by means of specific, individual messages.

Data Privacy and Image Consent

Privacy laws in Europe have changed to better regulate how companies and organisations protect EU citizens' personal data.

RIS takes the privacy and security of our community seriously. In compliance with EU Regulation (2016/679) - GDPR – all parents upon enrolment are given a Data Privacy Notice that clearly explains how the school processes (collects, uses, stores) information. The school requires signed parental consent agreeing to this Data Privacy Notice.

In addition, the school asks for parental consent for the use and publication of students' images for educational and administrative purposes.

An image consent form is shared with parents upon enrolment, where optional consent and the level of permission, can be indicated. The level of permission means that photos of students can be shared either in a restricted manner within the school community (newsletters, yearbook, music/drama performances, class photos, Seesaw) and/or published on external-facing channels such as the school website and social media channels.

If parents decide to deny any consent, this can have consequences for certain standard activities that take place during the school year such as publication of photos in the yearbook, the newsletter, performances and Seesaw (Elementary School only).

The school will not associate a photograph or video with the full name of the student. This exclusion is obviously extended to any personal e-mail address, telephone or other contact and personal information. Following best practice, we will publish mainly contextualised group photos.

This consent can be revoked at any time by written notice to be sent by post or e-mail to:

RIS S.r.l., Via Guglielmo Pecori Giraldi 137 - 00135 Roma, 06 844 82 650

privacy@romeinternationalschool.it

For any doubt about how personal and special categories of personal data are processed, please contact us at:

RIS S.r.l., Via Guglielmo Pecori Giraldi 137 - 00135 Roma

privacy@romeinternationalschool.it

+39 06 844 82 650 /651

31. EXTRA CURRICULAR ACTIVITIES

In line with the school's health and safety policy, the after-school activity programme has been reorganised to follow learning groups rather than age ranges.

After-school activities will begin from the third week of the new school year and enrolments will be annual rather than by the term. The programme of proposed activities is published before the start of the scholastic year and is [available to download at this link](#).

32. EARLY YEARS AND ELEMENTARY SCHOOL LIBRARY

The Early Years & Elementary School Library is a Learning Resource Centre (LRC) providing an important school wide resource for both pupils and staff alike. Its aims are to promote reading and independent learning as well as support the PYP curriculum by providing a wide and up-to-date range of resources and a flexible schedule. The library promotes the learner profile and attitudes and international mindedness. Our libraries are committed to teaching students how to use and respect resources. We strive to provide students with positive reading experiences and aim to support reading for pleasure and educating students to be critical and creative users of information. During library sessions our students are encouraged to be principled, honest and responsible in their learning, research and reading. The Early Years and Elementary School library is regulated by the *Early Years and Elementary School library policy*.

Using the library

The Early Years and Elementary School library operates both a fixed and flexible timetable. During their fixed weekly book borrowing sessions:

- Transition, Years 1 & 2 students can borrow 1 item for 2 weeks
- Years 3 to 6 students can borrow 2 items and 1 DVD for 2 weeks

N.B. Exceptions will be made if a student is doing research or a specific assignment for a teacher. In this event, resources checked out to the student must be kept in class.

Students can come independently to the library before and after school lessons (before 09.00 in the morning and after 15.30 in the afternoon). Each year-group has a designated day on which they can use the library during their lunch break for research purposes or for free-time personal reading.

In light of Covid-19 restrictions the Library's lending and return policy will be under constant review to ensure the highest hygiene standards.

33. COUNSELLORS

Our counsellors are available to meet students confidentially to discuss and counsel them about issues of concern. The counsellors also make diagnostic lesson observations and have often been able to identify dynamics and relationships that affect learning and advise teachers on how to resolve the problem. Students are briefed by the counsellors during assemblies.

Middle and High students may self-refer. Confidentiality is guaranteed (except where a criminal offence may have taken place) and the counsellors can be contacted by writing to: counsellors@romeinternationalschool.it.

Counselling is a person-centered approach to problem solving and resolution. The counsellors will always encourage the referral of medical or mental health issues to the appropriate person in school.

34. SPECIAL EDUCATIONAL NEEDS

RIS is an inclusive school, but it is important to note that we distinguish between General (GLD) and Specific Learning Difficulties (SLD). Special Learning Difficulties are those which, given sufficient support, do not prevent the student from accessing the curriculum.

These include dyslexia and associated learning difficulties. General Learning Difficulties prevent access to our curriculum, even with support. In the case of SLD, special consideration is provided for all Italian and international public examinations with the aims of equality of access and opportunity.

For Italian exams an educational psychologist's report is required from an ASL (local health authority) registered specialist. Bambini Gesù Hospital is our nearest provider. For international

examinations, a certified English translation is required or a report from a private educational psychologist.

The school's Special Education Needs Coordinator, Ms Jenny Stein, is responsible for provision in this respect and is available for parental interviews and consultations.

Updated July 2021