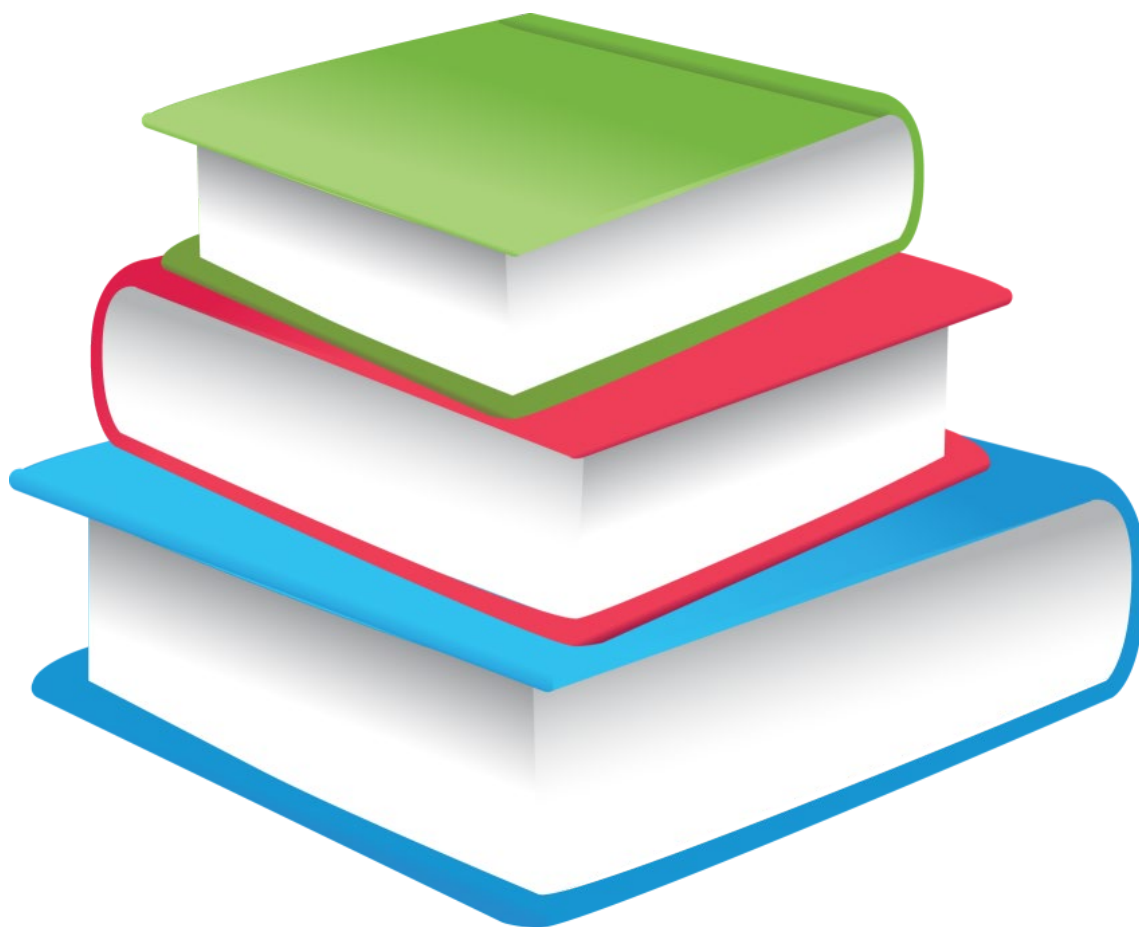




COMPREHENSIVE STATE INSTITUTE “PARRI-VIAN” – TURIN

School Regulations

Approved by Resolution No. 45 of the School Governing Council on 17 December 2020



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INTRODUCTION

These School Regulations apply to Teachers, Students, Administrative, Technical and Auxiliary Staff (ATA Staff), and Parents. Their purpose is to establish the rules governing the organisation and operation of the Parri-Vian Comprehensive State Institute.

The Regulations govern life within the Institute and define the mutual commitment undertaken by all members of the school community (Headteacher, Teachers, Students, ATA Staff and Families) in pursuit of the educational aims and objectives that must be achieved through a constructive and comprehensive educational pathway.

It is useful to recall some fundamental principles drawn from the Statute of Students' Rights and Responsibilities.

ARTICLE 1 (THE SCHOOL)

The school is a place of education and personal development through study, the acquisition of knowledge and the development of critical thinking. It is also a community of dialogue, research and social experience, inspired by democratic values and dedicated to the growth of the individual in all dimensions.

The school guarantees education for citizenship, freedom of expression, thought, conscience and religion, the right to education, the development of each individual's potential, and support for those experiencing disadvantage.

ARTICLE 2 (RIGHTS)

Students are entitled to a cultural education, to the recognition and development of their personal aptitudes, and to an environment conducive to their overall personal growth.

Students have the right to be informed about the rules governing school life and to receive transparent and timely assessment aimed at encouraging self-evaluation and improving learning outcomes.

ARTICLE 3 (STUDENTS' RESPONSIBILITIES)

Students are required to attend lessons regularly and to fulfil their academic commitments diligently.

Students are expected to show the Headteacher, teachers, all members of school staff and their fellow students the same respect, including formal respect, that they expect for themselves.

ARTICLE 4 (DISCIPLINE)

Disciplinary responsibility is personal.

No student may be subjected to a disciplinary sanction without first being given the opportunity to explain their reasons.

With reference to the responsibilities set out in Article 3, the school regulations identify disciplinary offences and the corresponding sanctions.

Disciplinary measures are educational in nature and are based on the principles of proportionality and gradual progression. Wherever possible, they also seek to encourage the repair of any harm caused, always taking into account the student's personal circumstances.

Sanctions are always temporary and proportionate to the seriousness of the offence.

Disciplinary measures involving temporary exclusion from the school community are adopted by the Class Council.

Sanctions involving exclusion for more than fifteen days, exclusion from the final assessment process, or non-admission to the final State Examination are adopted by the School Governing Council.

ARTICLE 5 (APPEALS)

Disciplinary sanctions may be appealed by any interested party.

Appeals must be submitted within fifteen days of notification of the sanction to the School's Internal Appeals Committee.

Upon enrolment, parents and students are required to sign an Educational Partnership Agreement, which defines in detail and by mutual agreement the rights and responsibilities governing relations between the school, students and families.

Although the articles listed above are specifically addressed to students attending Lower Secondary School, they embody principles that are valid for all educational stages.

They highlight that the school is a place of growth, education, learning and civil coexistence, and that the School Regulations are an instrument designed to encourage the involvement of all members of the school community as active participants who are aware of their responsibilities and committed to achieving shared educational goals, ensuring continuity from Nursery School through to the completion of Lower Secondary Education.

The School Regulations must be read and observed by parents, students and all members of staff, as failure to comply with them constitutes a serious matter that undermines the school's educational mission.

The Parri–Vian Comprehensive State Institute comprises the following schools:

- “M. Klein” Nursery School – Via Lanzo 28
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- Nursery School – Via Venaria 79/15
-
- Nursery School – Via Venaria 100
-
- Nursery School – Via Lanzo 146
- •
- “F. Parri” Primary School – Via Lanzo 147/11
- •
- “G. Capponi” Primary School – Via Badini Confalonieri 74
- • “
- I. Vian” Lower Secondary School – Via Stampini 25
- “
- G. Nosengo” Lower Secondary School – Via Destefanis 20

THE SCHOOL DIARY

Students attending the Primary Schools and Lower Secondary Schools are issued with the school's official diary and may not use alternative diaries.

The school diary is the official means of communication between school and home. It must therefore be checked and signed daily by the person whose signature appears on the first page.

The diary must be brought to school every day, kept with care and must not be altered in any way.

The diary contains forms for authorisations, a form enabling parents to nominate authorised persons to collect their children from school, and the Educational Partnership Agreement. All forms must be completed, signed and returned to the class teachers.

An extract from these School Regulations is included in the opening section of the school diary. Parents are required to read and sign the published extract as confirmation of acceptance.

ORGANISATION OF SCHOOL LIFE AND SCHOOL REGULATIONS

ARTICLE 1. TIMES OF ENTRY TO SCHOOL BUILDINGS

“M. Klein” Nursery School – Via Lanzo 28:
Entry between 8:00 a.m. and 9:00 a.m.

Nursery School – Via Venaria 79/15:
Entry between 8:00 a.m. and 9:00 a.m.

Nursery School – Via Venaria 100:
Entry between 8:00 a.m. and 9:00 a.m.

Nursery School – Via Lanzo 146:
Entry between 8:00 a.m. and 9:00 a.m.

“G. Capponi” Primary School – Via Badini Confalonieri 74:
Entry between 8:25 a.m. and 8:30 a.m.

“F. Parri” Primary School – Via Lanzo 147/11:
Entry between 8:25 a.m. and 8:30 a.m.

“I. Vian” Lower Secondary School – Via Stampini 25:
Entry at 8:00 a.m.

“G. Nosengo” Lower Secondary School – Via Destefanis 20:
Entry at 8:00 a.m.

ARTICLE 2. ENTRY PROCEDURES – LATE ARRIVALS

Staggered or differentiated entry arrangements may be introduced where required for reasons of public safety.

NURSERY SCHOOLS

Students enter their classrooms accompanied by their parents. From that moment onward, responsibility for the children rests with the teaching staff, who welcome them into the classroom.

1. In Nursery School, for exceptional and documented reasons, and following prior notification to the teachers, entry is permitted until 12:00 noon and no later. Exceptions may be made for appointments and/or therapies arranged through Child Neuropsychiatric Services (NPI).
2. Parents are not permitted to access the toilet facilities.
3. During authorised or unauthorised late arrivals at Nursery Schools, children will be escorted by school support staff. Family members must therefore not enter classrooms unless otherwise authorised by the class teachers. Repeated unjustified lateness will be reported to the Headteacher.

PRIMARY SCHOOLS

1. Students proceed in an orderly manner to their classrooms when the bell rings. From that moment until dismissal they are under the supervision of the school.
2. Parents are required to leave their children at the school entrance without entering corridors or classrooms and must strictly observe school opening times. In the event of repeated lateness, teachers will inform the family of the irregularity and, where necessary, request the intervention of the Headteacher.
3. Parents whose children attend the before-school provision must accompany them to the entrance without entering the classroom.
4. In the event of occasional lateness, parents must notify the school, including by telephone, by 9:00 a.m.
5. Where a student needs to enter school after the official starting time, parents must inform the teachers at least one day in advance and complete the late-entry request form found at the back of the diary.
6. Students and parents may remain in the school courtyard only for the time strictly necessary for arrival and departure procedures and must remain within the designated areas. Animals, bicycles, skateboards and scooters are not permitted, and access is allowed only on foot.

Outside school hours, remaining in these areas or re-entering the school building for any reason is prohibited, except during activities organised under the Municipality's "Open Courtyards" project.

LOWER SECONDARY SCHOOLS

"I. Vian" Site – Via Stampini 25

1. Students enter through the gate on Via Massari, which opens at 7:45 a.m.
2. Students wait in an orderly manner in the courtyard at the foot of the main entrance steps until the 8:00 a.m. bell.
3. When the 8:00 a.m. bell rings, students proceed calmly and orderly to their classrooms.

“G. Nosengo” Site – Via Destefanis 20

1. The gate opens at 7:45 a.m.
2. Students wait in an orderly manner in the courtyard at the foot of the main entrance steps until the 8:00 a.m. bell.
3. When the 8:00 a.m. bell rings, students proceed calmly and orderly to their classrooms.

* * *

ARTICLE 3. BREAK TIMES

Staggered or differentiated break arrangements may be introduced where required for reasons of public safety.

NURSERY SCHOOLS

Children have their morning snack between 9:30 a.m. and 10:00 a.m.

In the afternoon, between 3:15 p.m. and 3:30 p.m., after tidying toys and carrying out routine activities and small responsibilities, they share an afternoon snack together.

PRIMARY SCHOOLS

Two breaks are scheduled during the school day: a morning break and an afternoon break after leaving the dining hall.

Breaks take place either in classrooms or in the school courtyards under the supervision of a teacher.

LOWER SECONDARY SCHOOLS

During breaks, the teachers assigned to the class remain at the classroom door or in the corridor immediately outside the classroom and, where possible, are assisted by support staff in supervising students' movements.

During break times, students may not remain in classrooms, move from one floor to another, or leave the corridor adjoining their own classroom.

The ringing of the bell does not authorise students to leave or move before the teacher has formally concluded the lesson.

ARTICLE 4. CONSUMPTION OF FOOD AT SCHOOL

In order to safeguard health and safety, students may consume only the food and drinks provided by their own families while on school premises. Food and drinks must not be shared or exchanged with other students.

ARTICLE 5. SCHOOL MEALS

NURSERY SCHOOLS

- Children have lunch between 12:00 noon and 12:45 p.m.
- During mealtimes, children learn and practise appropriate table manners and social behaviour while eating together.

PRIMARY SCHOOLS

- Students proceed to the dining hall in an orderly line accompanied by their teacher.
- Remaining in line, each student collects their tray and is served their meal.
- Children are expected to eat their meal in a polite and respectful manner.
- At the end of the meal, each child empties their tray and follows the school's recycling and waste-separation procedures.
- Where home-packed lunches are permitted, students bringing lunch from home accompany their classmates to the dining hall and proceed to their designated tables, where they are supervised throughout the meal period by staff from the contracted cooperative service.
- At the conclusion of lunch, students return to their classrooms without consuming food while using the stairs, moving through corridors or remaining in classrooms.

LOWER SECONDARY SCHOOLS

- Before going to lunch, students prepare their school bags, remove all items from the shelf beneath their desks and proceed in an orderly manner to the designated meeting point.
- Meals must be consumed in a polite and orderly manner within the dining hall.
- During the lunch break, students are not permitted to access the upper floors of the building.
- During the lunch break, students may use only the toilet facilities specifically designated for that purpose.

ARTICLE 6. TIMES OF DEPARTURE FROM SCHOOL BUILDINGS

“M. Klein” Nursery School – Via Lanzo 28:
Departure at 4:15 p.m.

Nursery School – Via Venaria 79/15:
Departure at 4:15 p.m.

Nursery School – Via Venaria 100:
Departure at 4:15 p.m.

Nursery School – Via Lanzo 146:
Departure at 4:15 p.m.

“F. Parri” Primary School – Via Lanzo 147/11:
Departure at 4:30 p.m.

“G. Capponi” Primary School – Via Badini Confalonieri 74:
Departure at 4:30 p.m.

“I. Vian” Lower Secondary School – Via Stampini 25:
Departure at 1:30 p.m.
Extended-time classes: 4:15 p.m. (Mondays and Wednesdays)

“G. Nosengo” Lower Secondary School – Via Destefanis 20:
Departure at 1:30 p.m.

ARTICLE 7. DEPARTURE PROCEDURES – EARLY DEPARTURES – LATENESS

Staggered or differentiated departure arrangements may be introduced where required for reasons of public safety.

NURSERY SCHOOLS

As with arrivals, during both authorised and unauthorised early departures children are escorted by school support staff. Parents may therefore not enter classrooms unless otherwise authorised by the class teachers.

Lateness – Early Departures

1. In the event of lateness in collecting a child at the end of the day, the following procedure will apply:

- a. Immediate contact will be made with the family.
- b. If the family cannot be contacted and more than 30 minutes have elapsed, the appropriate authority (Municipal Police) will be notified.

Repeated unjustified lateness in collecting children will also be reported to the Headteacher.

2. Exceptional early departures before the end of the school day are permitted only for serious reasons (extra-curricular sporting activities are not considered valid grounds), upon parental request and subject to authorisation.

Regular early departures require authorisation from the Headteacher.

3. Parents who are unable to collect their child personally may authorise another adult in writing. Under no circumstances may a child be entrusted to a minor.
4. Should a student need to leave school during lesson time due to illness, parents will be contacted immediately and asked to collect the child. To avoid difficulties in reaching parents, families are encouraged to provide additional contact telephone numbers.

PRIMARY SCHOOLS

- Students leave the building in an orderly line accompanied by their teacher, who hands each child over to a parent or authorised collector. Students may not be released to individuals under the age of 18.
- If a student needs to leave school before the end of lessons, parents must notify the teachers through a written communication in the school diary at least one day in advance, except in unforeseen emergencies.
- On the day of departure, the completed and signed Early Departure Request Form must be presented.
- Students may be collected only by a parent or by an authorised adult previously designated at the beginning of the school year and carrying valid identification.
- If, exceptionally, a child is to be collected by a person not included on the authorised collectors list, the parent must inform the teachers through the school diary, providing the individual's name and a copy of their identity document.
- Parents must wait within the designated areas of the school courtyard and help keep the area clean and orderly.
- Students and parents may remain in the school courtyard only for the time strictly necessary for arrival and departure procedures and must stay within the designated areas. Animals, bicycles, skateboards and scooters are not permitted, and access is allowed only on foot.
- Outside school hours it is forbidden to remain in these areas or to re-enter the school building for any reason, except during activities organised under the Municipality's "Open Courtyards" project.
- Students who do not use the school meal service leave at 12:30 p.m. and return at 1:30 p.m.

Lateness – Early Departures

Parents are required to collect their children punctually and strictly observe collection times.

In the event of delay:

- a. The teacher will place the student in the care of school support staff, who will immediately contact the family.
- b. If the family cannot be reached or if the delay exceeds 30 minutes, the appropriate authority will be contacted.

LOWER SECONDARY SCHOOLS

Classes may not leave their classrooms before the bell signalling the end of school activities.

At the end of lessons, students prepare their school bags with the teacher's permission, remove all items from the shelf beneath their desks and line up in an orderly manner.

The teacher responsible for the final lesson accompanies the class to the foot of the external staircase after checking that the classroom has been left tidy.

“I. Vian” Site – Via Stampini 25

For safety reasons, students are not permitted to leave through the gate on Via Stampini and must instead use the exit on Via Massari.

Parents or authorised collectors wait in the courtyard (access via Via Massari) at the foot of the main entrance steps.

The introduction of animals, bicycles, motorcycles, scooters of any kind, skateboards or similar equipment into the courtyard is prohibited.

Teachers supervise students and accompany classes to the foot of the main entrance steps, where responsibility passes to parents or authorised collectors.

“G. Nosengo” Site – Via Destefanis 20

Parents or authorised collectors wait near the entrance gate.

At dismissal, teachers supervise students and accompany classes to the foot of the main entrance steps near the gate, where responsibility passes to parents or authorised collectors.

The introduction of animals, bicycles, motorcycles, scooters of any kind, skateboards or similar equipment into the courtyard is prohibited.

Lateness – Early Departures

Any lateness exceeding five minutes must be justified.

After five instances of lateness, whether consecutive or not, the family will be summoned to a meeting.

A further three instances of lateness will result in a written warning issued by the Headteacher.

Teachers shall record all such incidents in the class register.

Students may leave school before the end of lessons only if collected by a parent or an authorised adult designated at the beginning of the school year, carrying valid identification and following prior notification recorded in the school diary

ARTICLE 8. TIMETABLE CHANGES AND STRIKE NOTIFICATIONS

Any changes to the timetable or other communications must always be notified to families in advance through the school diary.

In the event of industrial action (strike), the school shall inform families in advance (at least five days beforehand) through a written notice in the school diary and by posting notices at the entrances of each school site.

Teachers are not required to disclose whether they intend to participate in strike action.

ARTICLE 9. ABSENCES – EXCUSES

NURSERY SCHOOLS

- Families are required to inform the school promptly in cases of prolonged absence or when a doctor has confirmed an infectious illness.
- Absences exceeding thirty days that have not been justified or communicated in advance may result in the child's removal from the school roll, thereby allowing places to be offered to pupils on the waiting list.

PRIMARY SCHOOLS

- All absences, including those of a single day, must be justified using the forms provided at the back of the school diary.
- Frequent or repeated absences, even when justified by the family, will be carefully monitored by teachers, who may report the matter to the Headteacher. The Headteacher will then consider any appropriate measures to verify compliance with compulsory school attendance requirements.
- Families are required to notify the school promptly of prolonged absences or any infectious illnesses diagnosed by a doctor.

LOWER SECONDARY SCHOOLS

- All absences, including those of a single day, must be promptly justified by a parent or legal guardian.
- The absence note must be completed by the parent (or legal guardian) whose signature has been registered in the student's school diary.

- Absences from extra-curricular workshops and activities, which are recorded in the class register by the teacher responsible, must also be justified in the school diary and presented to the first-period teacher on the following school day.

ARTICLE 10. EDUCATIONAL VISITS AND SCHOOL TRIPS

1. For educational visits taking place during normal school hours, completion of the annual consent form is mandatory.
2. For residential trips and educational visits, parents must sign the specific authorisation form; once given, participation is considered binding.
3. The required contribution must be paid into the school's postal account within the deadlines specified.
4. If a student is unable to participate due to unforeseen personal or family circumstances, only the portion of the fee relating to admissions (museums, theatres, meal services, etc.) will be refunded. Transport costs are non-refundable.
5. For trips taking place outside normal school hours, students must be collected by their parents or an authorised adult at the scheduled return time.
6. Students who do not participate in an educational visit are required to attend lessons in a parallel class. Any absence on that day must be formally justified.

ARTICLE 11. ACCIDENTS OR SUDDEN ILLNESS

In the event of an accident, the class teacher shall provide the necessary assistance and report the incident to the school office promptly and, in any case, no later than 24 working hours after its occurrence.

Parents must promptly communicate the outcome of any medical examinations and submit the relevant documentation to the school office.

In the event of sudden illness, the school will contact the family. A parent will be required to collect the student from school. If the parents are unable to attend, the student may be collected by an authorised adult.

If the student's condition appears serious, the school may request the intervention of emergency medical services and immediately contact the parents so that the student can be accompanied to the Accident and Emergency Department (A&E).

If the parents are unavailable, the student will be accompanied by an available member of school staff.

ARTICLE 12. PERSONAL MATERIALS

Students attending Primary School and Lower Secondary School are required to come to school equipped with all materials necessary for their lessons from the very first days of the school year.

The delivery of forgotten materials to students during lesson time is not permitted.

ARTICLE 13. STUDENT DRESS CODE

Students are required to maintain appropriate and suitable attire throughout the school year, consistent with the educational environment and the activities undertaken at school.

ARTICLE 14. ITEMS NOT PERMITTED AT SCHOOL

NURSERY AND PRIMARY SCHOOLS

1. Students are not permitted to bring technological devices or materials that are not necessary for educational or teaching activities.

The school accepts no responsibility for the loss, theft or damage of such items if they are brought onto school premises.

2. The school accepts no responsibility for money brought to school by students.
3. For the safety of all members of the school community, students are not permitted to bring dangerous objects or toys that do not comply with relevant safety standards.

LOWER SECONDARY SCHOOLS

While on school premises, at all times and in all locations (including break times and lunch periods), students are prohibited from displaying or using mobile phones in any capacity, as well as MP3 players, CD players, tablets, cameras, video cameras and similar electronic devices.

For urgent communications, the school telephone is available. Non-urgent communications should be postponed until the end of the school day.

Any student found displaying or keeping a mobile phone switched on will receive a written warning from the Headteacher.

The use of a mobile phone will result in a disciplinary sanction consisting of a one-day suspension (see Appendix A).

ARTICLE 15. STUDENTS

RULES OF CONDUCT FOR STUDENTS WITHIN SCHOOL PREMISES

NURSERY AND PRIMARY SCHOOLS

- Students must behave respectfully towards teachers and fellow pupils.
- Children must not engage in behaviour that could endanger themselves or others.
- Students must not run or push one another on staircases or in corridors.
- Students must not damage school property or the belongings of other pupils (parents will be required to cover the cost of any damage caused).
- Students may not move around the school unaccompanied under any circumstances unless supervised by a teacher or member of support staff.
- All movement within the school must take place in an orderly and quiet manner.
- Movement to other school facilities (gymnasium, laboratories, dining hall, etc.) must always take place under teacher supervision.
- Students may not use lifts unless accompanied by an adult.
- Students are not permitted to re-enter school premises after dismissal, even to retrieve forgotten personal belongings or school materials.

LOWER SECONDARY SCHOOLS

- Students may not move around the school independently under any circumstances, except when attending designated laboratory activities during afternoon sessions.
- Movement within the school must take place quietly and in an orderly manner.
- During lesson changes, students must remain seated and prepare materials for the next lesson while waiting for the teacher.
- Supply teachers and special educational needs support teachers possess the same authority as the regular class teacher and may assess students, assign or collect work, introduce new material, sign absence notes and impose disciplinary measures.
- Relationships among students must be based on respect and mutual support. Any difficulties must be reported to a teacher rather than addressed through inappropriate words or actions.
- Students must not bring materials or objects unrelated to school activities. The school accepts no responsibility for such items.
- Families are reminded that the school telephone is available for any urgent communication.
- Loaned textbooks remain the property of the school and must be returned in good condition for future use.
- Students are required to compensate the school for any damage caused to educational materials, including library books and loaned textbooks.
- Students must use school facilities and furnishings responsibly and help maintain them in good condition.
- Any student who damages school property or facilities will be required to compensate for the damage caused.
- Students found writing on walls or damaging school facilities or furnishings may be required, subject to agreement with their families, to remain after school in order to repair the damage where possible.
- Students must wear clothing appropriate to the school environment and the activities being undertaken.
- Chewing gum is not permitted during lessons.

- Teachers are not authorised to administer medication or dietary supplements. Where a student's condition requires medication, administration must be supported by written parental authorisation or a medical certificate. Reference should be made to the school's internal medication administration protocol.
- Students may not use lifts unless accompanied by an adult.
- Parents are not permitted to enter classrooms except during scheduled meetings.

ARTICLE 16. DISCIPLINARY SANCTIONS

(Lower Secondary School Only)

Reference should be made to the table contained in Appendix A for disciplinary offences and the corresponding sanctions.

In cases of minor or repeated misconduct, the Class Council may invite the Headteacher to issue a written warning to the student.

Upon the issue of a third written warning by the Headteacher, the Class Council may propose a one-day suspension.

Once a student has accumulated ten disciplinary notes recorded both in the class register and in the personal school diary, the Class Council may propose a one-day suspension.

Families of students suspended from school for disciplinary reasons, even for a single day, will be formally informed of the sanction through written communication or by telephone.

For matters not expressly covered by these regulations, the provisions of **Presidential Decree No. 249 of 24 June 1998** shall apply.

ARTICLE 17. SCHOOL-FAMILY RELATIONS

Throughout the school year, meetings and consultation sessions between parents and teachers are organised, including remote or online meetings where appropriate.

Should parents need to communicate urgently with a teacher, they may request a meeting, including a telephone or online meeting, through a written note in the school diary.

ARTICLE 18. CLASS FORMATION AND CHOICE OF RELIGIOUS EDUCATION (IRC = CATHOLIC RELIGIOUS EDUCATION)

The formation of classes is the responsibility of the Headteacher, taking into account the criteria approved by the School Governing Board. The Headteacher may be assisted in this process by delegated teaching staff.

As class formation criteria are primarily educational in nature, parents may not:

1. Express binding preferences regarding class or section allocation.
2. Express binding preferences regarding which classmates their child should be placed with.
3. Request changes of class, section or school site once the academic year has begun. Exceptionally, requests for a change may be considered only for the following academic year and exclusively in cases involving a change of residence.
4. Request that twins or siblings be placed together. As a general rule, twins and siblings are assigned to different classes or sections, except where inclusion needs relating to pupils with disabilities or specific learning difficulties make alternative arrangements appropriate.
5. Request changes regarding Religious Education (Catholic Religious Instruction) or the alternative educational activity during the course of a school cycle. Such choices normally remain valid for the entire educational stage. Changes may be requested for the following academic year by submitting a reasoned application during the enrolment period for first-year classes (normally January–February).

ARTICLE 19. PARENTS' MEETINGS

Parents of pupils may hold meetings on school premises in accordance with current legislation (Article 15 of Legislative Decree No. 297/1994) and subject to prior authorisation from the Headteacher.

ARTICLE 20. PARENTS' RESPONSIBILITIES

Parents undertake to:

- be familiar with, comply with and sign the Educational Co-responsibility Agreement;
- familiarise themselves with the school's Three-Year Educational Offer Plan (PTOF);
- respect school timetables;
- strictly comply with instructions regarding access to school premises;
- participate in meetings and initiatives organised by the school;
- ensure that extra-curricular activities are balanced appropriately with study commitments;
- maintain positive and respectful relationships with both teaching and non-teaching staff;
- check the school diary and/or school bag daily;
- provide teachers with all relevant information that may assist in understanding and supporting the pupil;
- provide their children with the materials required for school activities;
- consult the school website and other official communication channels regularly.

ARTICLE 21. CLASS REPRESENTATIVES

Class representatives, elected by parents, are expected to fulfil the responsibilities associated with their role by attending meetings convened by teachers.

They are responsible for communicating to all parents any information or decisions arising from meetings, using methods they consider appropriate and independently of any organisational support from the school.

ARTICLE 22. TEACHERS

Teachers undertake to:

- arrive punctually for lessons;
 - fulfil all duties required by educational legislation and regulations;
 - treat pupils, families and colleagues with respect;
 - ensure careful supervision of students during lessons, breaks and extra-curricular activities;
 - refrain from using mobile phones during lessons for personal purposes;
 - provide a high-quality education that respects the identity and individuality of each student;
 - foster a positive school climate based on dialogue and mutual respect;
 - encourage initiative, decision-making and personal responsibility among students;
 - promote appreciation of diversity and respect for differences;
 - plan teaching activities so as to include remedial and support measures tailored as far as possible to individual needs;
 - keep students and parents informed about educational interventions and students' levels of achievement;
 - inform students of educational and learning objectives, implementation methods and timescales;
 - explain assessment criteria for oral, written and practical work and communicate results to students and parents.
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ARTICLE 23. NON-TEACHING STAFF

Non-teaching staff undertake to:

- be punctual and carry out their assigned duties accurately and conscientiously;
 - be familiar with the school's Educational Offer and contribute to its implementation;
 - provide the support necessary for educational activities;
 - assist teachers with supervision duties, particularly during arrival, break times and dismissal;
 - report any issues or concerns identified to teachers or the Headteacher;
 - promote a climate of cooperation and mutual respect among all members of the school community, including students, parents and teaching staff.
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ARTICLE 24. HEADTEACHER

The Headteacher undertakes to:

- ensure and promote the implementation of the school's Educational Offer, enabling students, parents, teachers and non-teaching staff to perform their roles effectively;

- ensure that every member of the school community has the opportunity to express and develop their abilities and potential;
- promote dialogue, cooperation and mutual respect among all members of the school community;
- identify and respond to the educational needs of students and of the wider community served by the school.

