

## **PARENT-STUDENT HANDBOOK AND SCHOOL REGULATIONS**

### **Premise**

**World International School of Torino** opened its doors in September 2017 and as such is a growing and dynamic community committed to an ongoing development towards excellence.

The content of this Handbook therefore reflects the situation at the time it was written and it will be **updated at the end of every school year** to reflect the growth of the school and its emerging needs.

The new version of the Handbook will be published at the beginning of each school year on the school website and the school community will be informed of its release through the website.

**Students and parents are expected to read the Handbook** and consult it as first reference in case of need. The School staff is at your disposal to provide any clarifications that might be necessary.



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## 1. Introduction

### 1.1 School Mission

World International School of Torino strives to be the new frontier in international education. Our mission is to create a safe and respectful learning environment to support each child in the development of their individual talents by fostering critical thinking from an early age. The truly multicultural context of our school with its cutting-edge technology and the high standards of its academic programs nurture the intellectual growth of our students helping them to become open-minded, principled, and inquiring citizens of the world.

### 1.2 School Values

WINS' s educational project and offer is based on five core values:  
our strong belief in

- **International citizenship** as the only way to face with today's challenges;
- **Excellence** both in terms of the work we do, the services we offer and the academic preparation we wish to grant our students;
- **Integrity** as we firmly believe teachers and staff are our students' role models and teaching through example is the best way to convey our values;
- **Forward thinking** in that we look ahead and wish to work today to cater for the needs and expectations of tomorrow;
- **Passion**, the value that inspires us all in our daily activities and we strive to keep alight in our students.



## **2. Administration**

This section has been designed to provide families with all the information required before school starts. Please read each section carefully and contact us in case of need.

### *2.1 School policies*

Please be informed that all school policies can be found on the school website under the tab EDUCATION > SCHOOL LIFE.

#### *2.1.1 Admissions Policy*

#### *2.1.2 Special Educational Needs Policy*

#### *2.1.3 Language Policy*

#### *2.1.4 Assessment Policy*

#### *2.1.5 Academic Honesty Policy*

#### *2.1.6 Managebac Policy*

We strongly encourage parents and students to read through the policies and refer to them as first-stage guidance in case of need.

For any additional information or clarifications, please contact the School Manager.

### *2.2 Admissions Procedure*

The first step in our Admission process consists of getting in touch with the Admissions team and **scheduling a meeting**, whether face-to-face or via Skype, **with the School Manager**.

The School Manager will provide an overview of the school and its academic offer and answer any questions related to curricula, school organization and administration.

From SY2019-20 we use **Open Apply** and admissions are processed through the online platform. Our Admissions Office and the staff is available for any clarifications and support that might be needed throughout the admissions process.

The **General Conditions** document contains all the information related to payments and contractually binding elements.



Prior to finalizing enrollments, prospective Students for grade 4 and above are required to take an **assessment test** in both English and Math. Up to grade 8 the test is purely informative and allows the Academic team to collect information about the students' level to better plan for the class's activities at the beginning of the school year.

Should students result below grade level on the English language test, they will be required to follow additional English language classes during curricular hours and, in case of severe weaknesses, as extra-curricular hours as well until the required level is reached.

For the Diploma Years, there are minimum **English language entry level requirements**. Students applying for grade 9 should have a minimum A2 level of English whereas students applying for the Diploma program (grade 11) should have a minimum B1 level.

Should prospective students fall short of these requirements, they will be required to follow additional English language classes as extra-curricular activities.

### *2.3 School staff*

#### School Manager and Academic Coordinator

Ms. Lara V. Pazzi

[l.pazzi@worldinternationalschool.com](mailto:l.pazzi@worldinternationalschool.com)

#### Administration, Communications and External Relations

Ms. Giulia Mazzocchi

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#### Accounting and Finance Coordinator

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#### Main Office Assistant

Ms. Alessia Ferraro

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#### Marketing and Admissions Assistant

Ms. Elisa Rossetto

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#### School Nurse

Ms. Valentina Brignolo

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Librarian

Ms. Daniela Prando

librarian@worldinternationalschool.com

*2.4 Teaching staff*

**Early Years and Primary Years**

Early Years and Primary Years Coordinator

Ms. Magdalena Matysow

m.matysow@wins.school

Early Years Teachers

Ms. Mabel Redaelli

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Ms. Valerie Jansen

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Early Italian teacher

Ms. Debora Scibilia

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Early Years Assistants

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Ms. Rebecca Macdonald

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Primary Years Grade Teachers

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Primary Italian teacher

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Italian Language Acquisition

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Spanish foreign language

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German foreign language

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EY and PYP Physical and Health Education

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EY and PYP Music

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## **Middle Years**

### Middle Years Coordinator

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i.martinez@wins.school

### *Subject Teachers*

### English Language and Literature and Individuals & Societies

Mr. Joshua Solomon  
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### English Language Acquisition and MYP Core

Mr. Andrea Serra  
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Ms. Deborah Gilmore  
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### Italian Language and Literature

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### Italian Language Acquisition

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### Spanish Language Acquisition

Ms. Raquel Rubio Gonzalez  
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### German Language Acquisition

Ms. Kristin Walter  
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### Mathematics

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### Integrated Science





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Design-IT  
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Music  
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Arts  
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Physical and Health Education  
Mr. Struan Macdonald  
s.macdonald@wins.school

Individuals and Societies  
Ms. Anouk Vermeulen

### *2.5 School Calendar*

The school calendar is available on the school website and is published at the beginning of June.

If you wish to see the following year's calendar before that date, please contact the school directly.

### *2.6 Medicines and Vaccination Policy*

WINS requires all applicants to send in their vaccination record upon enrollment. Children coming from countries with different immunization requirements will be required to comply with the Italian national vaccination scheme. **For further information please contact the school nurse.**

According to Italian law, **schools are not allowed to administer any medications to children without the parents' written consent.**



In case your son/daughter needs to take medications on a regular basis, please inform the school administration office so that we can prepare the necessary forms for you to fill in.

In the event a student is unwell during the school day, our nurse will contact the family directly to determine the actions to be taken.

### *2.7 School Uniform and personal appearance*

**WINS requires all students to wear the school uniform** when at school or involved in school activities even if outside the school premises.

Special allocations might be made on a case by case basis depending on the activity being undertaken.

Teachers and staff will invigilate on the respect of this requirement and families will be informed through Managebac should students come to school without the uniform.

The basic uniform is as follows:

#### **Early Years**

##### Compulsory items:

- *school tracksuit (top and bottom) and/or sport shorts*
- *school T-shirt or school short sleeved polo shirt*
- *long sleeved polo shirt*
- *swimming backpack*
- *swimsuit*
- *swim cap*

##### Optional items:

- *cot sleeping-bag (for children who wish to sleep during nap time)*
- *school satchel (to hold a change of clothes or other personal items)*
- *Summer dress*
- *Capri pants*
- *Pullover*
- *Vest*

#### **Transition to grade 8**

##### Compulsory items:

Sports:

- *school tracksuit (top and bottom) and/or sport shorts*
- *school T-shirt*
- *Capri pants*



- *Leggins (from Grade 6)*
- *swimming bag (Primary Years only)*
- *swimsuit*
- *swim cap*

Everyday uniform:

- *WINS pullover or vest*
- *Boys: WINS gray pants and/or WINS gray bermuda pants (for boys up to age 13)*
- *Girls: WINS gray pants and/or skirt-pants to be worn with WINS color or dark-gray stockings*
- *school polo shirts (long or short sleeved)*
- *WINS-color, dark gray, white or black socks*

### **Grade 9 and above**

Compulsory items:

Sports:

- *school tracksuit (top and bottom)*
- *sport shorts or leggins*
- *school T-shirt*
- *swimming bag*
- *swimsuit*
- *swim cap*
- *sport bag (optional)*

Everyday uniform:

- *WINS pullover or vest*
- *Boys: WINS gray pants*
- *Girls: WINS gray pants and/or skirt-pants to be worn with WINS color or dark-gray stockings*
- *school polo shirts (long or short sleeved)*
- *WINS-color, dark gray, white or black socks*
- *WINS blazer (for special events)*
- *WINS white shirt (for special events)*

**The school backpack is compulsory for all students enrolled in Primary, Middle and Diploma Years.**

**All items should be labelled with the student's name.**

Students are free to wear any **shoes** they wish as long as black, white, gray, dark blue or brown.



Early Years children should have a pair of slippers or soft shoes to wear in class.

School uniform items can be purchased directly from our supplier through the link on the school website.

Two presentations will be organized at the beginning of the school year where parents can place direct orders.

The supplier guarantees items to be available throughout the school year. Samples of all items are available at school – please ask the Main Office.

**Students are required to keep their hair a natural color and avoid visible piercings and excessive makeup.**

Students not respecting the dress code described above will be flagged for Dress Code on Managebac, warned verbally and not admitted to class.

### *2.8 Fire and Emergency Arrangements*

Every classroom has a detailed **evacuation map** with clearly indicated emergency routes and collection points. Teachers will help students familiarize with the procedures. Fire drills will take place twice during the school year.

#### **Emergency and Fire Instructions:**

- Anyone discovering a fire should immediately shout and tell the nearest adult or teacher.
- The first teacher or staff member informed will call the Emergency coordinator thus starting the emergency evacuation procedure.
- Elevators must not be used in case of fire.

### *2.9 Use of Elevators*

There are two elevators in the school but their use is limited to school staff and teachers.

**Students are not allowed to use the elevators.**

Special permission can be granted to students with permanent or temporary disabilities. Please contact the main office to obtain the authorization. All students under the age of 12 should always be accompanied by an adult.

### *2.10 School regulations*

#### *2.10.1 School day*



Classes are held from Monday to Friday according to the school calendar available on the school website.

Lessons start at 9am and finish at 4pm.

Drop-off is between 8.30 and 9am; pick-up is for all grades at 4pm.

All families should commit to arriving on time as arrivals after the beginning of classes cause disruption to the activities that have started. In the event of recurring late arrivals the family will be contacted by the School Manager to address the issue.

Early Years children as well as Transition students will leave from the dedicated side-entrance.

All other grades will leave from the main entrance.

WINS offers an after school service for grades EY to grade 8 at an additional cost from 4pm to 6pm. During this time children are looked after by an assistant or teacher and are engaged in entertaining activities and projects or the older ones can work on their homework or finish any work left behind.

For more information please contact the main office.

School main office hours are: 8:30am to 6:00pm Monday to Friday.

The daily school routine is as follows:

### **EY Typical Day**

8:30 - 9:00	DROP OFF	Settling in and free play (supervised)
9:00 - 9:15	HOMEROOM	Let's start the day ritual
9:15 - 10:00	CLASS ACTIVITIES	
10:00 - 10:30	RECESS	
10:30 - 11:00	CLASS ACTIVITIES	
11:00- 11:45	VISUAL ARTS/PE	
11:45 -12:00	GETTING READY FOR LUNCH	
12:00 - 12:45	LUNCH	
12:45 - 1:30	RECESS	
1:30 - 1:45	GETTING READY FOR THE NAP	
1:45 - 3:00	NAP TIME / CLASS ACT	
3:00 - 3:30	SNACK TIME	
3:30 - 4:00	DRAMA/MUSIC	
4:00	PICK-UP TIME	
4:00 - 6.00	EXTRA-CURRICULAR ACTIVITIES / AFTER-SCHOOL	

### **PY Typical Day**



8:30 - 9:00	DROP OFF
9:00 - 9:10	HOMEROOM
9:10 - 10:00	P1 - CLASS ACTIVITIES
10:00 - 10:50	P2 - CLASS ACTIVITIES
10:50 - 11:20	RECESS
11:20 - 12:05	P3 - CLASS ACTIVITIES
12:05- 12:45	LUNCH
12:45 - 1:20	RECESS
1:20 - 2:05	P4 - CLASS ACTIVITIES
2:05 - 2:50	P5 - CLASS ACTIVITIES
2:50 - 3:15	RECESS
3:15 - 4:00	P6 - CLASS ACTIVITIES
4:00	PICK-UP TIME
4:00 - 6.00	EXTRA-CURRICULAR ACTIVITIES / AFTER-SCHOOL

#### **MY - DY Typical Day**

8:30 - 9:00	DROP OFF
9:00 - 9:05	HOMEROOM
9:05 - 9:55	P1 SUBJECT CLASS
9:55- 10:45	P2 SUBJECT CLASS
10:45 - 10:55	RECESS
10:55 - 11:45	P3 SUBJECT CLASS
11:45 - 12:35	P4 SUBJECT CLASS
12:35 - 1:25	LUNCH
1:25 - 2:15	STUDY HALL
2:15 - 3:05	P5 SUBJECT CLASS
3:05 - 3:55	P6 SUBJECT CLASS
4:00	PICK-UP TIME
4:00 - 6.00	EXTRA-CURRICULAR ACTIVITIES / AFTER-SCHOOL

#### **2.10.2 Attendance and Absences**

Attendance is of paramount importance to ensure the building of positive relationships within the class group and with the teaching staff.

Though WINS has no fixed maximum number of absences, families are encouraged to limit absences to situations of real need. Where attendance should drop below 80%, the School Manager may ask to meet the parents to discuss the reasons why so much time has been missed.



In case a student is absent, please inform the school through Managebac as soon as possible or call the school office.

#### *2.10.2.a Contagious diseases or lice*

With the aim of safeguarding the school community, in case a student is absent due to a contagious disease or lice, families are kindly asked to inform the main office. The identity of the student will not be disclosed but this will allow for preventive measures to be adopted to prevent the spreading of the disease or of lice.

#### *2.10.3 Smoking; Drinking and Drugs*

As provided by Italian law, smoking is forbidden on all school grounds, both indoors and outdoors.

The ban applies to students of all ages, teachers and staff members.

A smoking area for teachers and staff only is available outside the school and out of sight of children.

Smoking is the first preventable cause of premature illness and death in our society. Our school policy therefore aims not only at applying the law but at educating our students to adopt a healthy lifestyle that will promote their general wellbeing. Issues related to smoking, drinking and drug consumption are addressed at age-appropriate level during science lessons and physical and health lessons.

Should any student be found smoking on the school premises or during a school trip or off-premise activity, the family will be immediately informed.

In case of smoking on the school premises, the fines provided for by Italian law will be applied.

In this and all other cases the student will receive a misdemeanor note. Please see item 2.8.5 for more details on the consequences of inappropriate behavior.

Alcohol is forbidden on the school premises, except on formal occasions and made available to families and staff members only.

Any student found in the possession of alcohol or drugs or using either when under school custody can expect to be suspended and the family will be immediately informed.

#### *2.10.4 Positive behavior for learning*

WINS seeks to build a stimulating and supportive environment for its students in which all members of the community feel safe, respected and valued.

WINS therefore wishes to support positive behavior as it promotes the above, as well as enhancing learning throughout the community.



Positive behavior, both in terms of academic achievement as well as service and community related behavior will be rewarded in several ways:

- ¥ positive comments both oral and written from the teachers
- ¥ celebration during school events
- ¥ award certificates awarded at the Graduation Ceremony

#### 2.10.5 Consequences for inappropriate behavior

WINS considers all teachers as mentors and life coaches for the students, with the shared aim of creating a safe and stimulating learning environment for all children at the school. Students are expected to play an active role in this and cooperate by following the school regulations and any further indications provided by the teachers or staff members.

In case a student engages in inappropriate behavior, teachers and staff will intervene to raise awareness of what is happening and interrupt a negative behavior pattern. Inappropriate behavior can take multiple forms and will have different consequences depending on its gravity.

**Informal verbal warnings** : for disrupting a class or classroom activities, interfering with class activities, etc. It will usually be the teacher administering the warning. Repeated warnings will be recorded on Managebac.

**Formal verbal warning:** in case of a recurring event, the teacher will inform the section coordinator or the School Manager who will proceed with a formal verbal warning. A formal verbal warning will be recorded on Managebac.

**Meeting with student's family:** in suspected cases of bullying, disrespectful behavior towards other students or staff members, cheating or plagiarism, possession of offensive or unauthorized material, the School Manager will ask to meet with the student and their family to address the issue.

**Detention:** a student who is disrespecting verbal warnings can be put on detention and skip recess or other activities and instructed to carry out specific educational projects or activities.

**Suspension:** A student may be suspended for recurring inappropriate behavior, proven involvement in bullying, drinking, smoking, etc. The School Manager will ask to meet with the family and the student and explain the reasons for the suspension and its duration.

**In school suspension** will be administered as an alternative to regular suspension at the discretion of the School Manager and Program coordinator.





**Expulsion:** A student may be expelled for a serious misdemeanor or a collection of less serious misdemeanors, continued bullying, drinking and use or possession of drugs. The School Manager will promptly inform the family and the student will not be allowed back in class or on the school grounds.

Recurring need for warning and suspensions will be recorded on the student's report cards.

#### *2.10.6 Anti-bullying*

WINS is committed to providing a safe, caring and friendly environment for all students, therefore any form of bullying is unacceptable. WINS teachers and staff members take responsibility for helping students understand all the different forms bullying can take and the harm it can do and the effects thereof. All incidents of bullying or suspected bullying will be investigated and dealt with appropriately.

Any student who feels they are being bullied or is aware of bullying taking place is encouraged to immediately tell a teacher or member of staff.

#### *2.11 Managebac*

WINS has decided to adopt Managebac as the main school administration and communication system.

Parents will be instructed on the use of Managebac at the beginning of the school year. In that occasion they will be given a personal password they can use to access the platform.

A guide for parents will be available on the school website.

Students will be instructed on the use of Managebac by their teachers and will be given a personal password.

A guide for students will be posted on Managebac.

Different stakeholders have different rights when accessing Managebac, so it is important for family members not to share passwords. In case you forget your password, please inform the school secretary as soon as possible so a new one can be issued.

Further details on the use of Managebac and expectations from different stakeholders please refer to the Maangebac policy.

#### *2.12 Food and Nutrition*



All students are expected to have lunch at the school canteen. The school management closely works with the canteen manager to ensure food is both nutritious and seasonal and most ingredients are locally sourced and of high quality. All menus are approved by the local national health service.

If students suffer from allergies or food intolerances, please provide a medical certificate upon enrollment.

If students require a special diet for personal or religious reasons, parents are required to inform the school in writing upon enrollment.

The school canteen serves lunch to all students.

Early Years children are also served a mid-morning and a mid-afternoon snack of fruit or yogurt.

Primary Years children are also served a mid-morning snack of fruit or yogurt.

Vending machines are available in different areas of the school for older students to purchase snacks and drinks.

Early Year and Primary students are not allowed to purchase snacks or drinks from the vending machines during school hours.

### *2.13 School - Family communications*

We use the following methods to communicate with families depending on the nature of the communication:

- **School website ([www.worldinternationalschool.com](http://www.worldinternationalschool.com))** : you can find basic and general information about the school, the school calendar, school policies and any relevant news.
- **School newsletter** : the newsletter is sent to all families of enrolled students or families who have signed up to receive it. It contains specific information about the school and upcoming activities or events.
- **Email**: from the School management or teachers for important communications requiring a response from the family or the certainty the family has been informed.
- **Managebac**: for all information regarding academics (i.e. topics covered, tasks assigned, grades, report cards, attendance). More specific information on the use of Managebac can be found the Managebac policy.
- **Class Dojo**: for less formal communications and updates on day-to-day class activities posted directly to parents by teachers.
- **End of Term Meetings and PYP Student Led Conferences**: provide the opportunity for face to face meetings with the class teachers



- **Appointments:** parents are welcome to contact the main office to book 1:1 appointments with grade or subject teachers as well as with the Program Coordinators or the School Manager.

#### *2.14 Parent Advisory Committee (PAC)*

The WINS Board and management is encouraging the creation of a Parent Advisory Committee. All parents are members of the Committee upon enrolling their children in WINS. The PAC is encouraged to take an active role in the organization of school parties and activities and in suggesting improvements to the daily school life and organization.

The PAC currently has no statute, mission or formal representatives.



### **3. Academics**

#### *3.1 Academic offer*

WINS of Torino is an IB World School currently offering both the PYP and the MYP program and from September 1<sup>st</sup> 2018 is also a candidate school for the IB Diploma program.

WINS has four sections:

- Early Years > children aged 2,5 to 5 years old
- Primary Years > children 5 to 11 years old
- Middle Years > students 11 to 14 years old
- Diploma Years> students 14 to 18 years old

More details on the academic offer can be found on the school website.

Should you wish for any further information or know people who would like to understand more about WINS, please contact the main office to book an appointment with the School Manager.

#### *3.2 Homework*

The inquiry based and experiential teaching methodology used at WINS reduces the homework load sensibly as students are involved in learning activities throughout the day. WINS fosters a well-balanced life and encourages students to engage in sports and extra-curricular activities after school hours, therefore limiting the homework load.

Teachers pay great attention in balancing the workload to avoid the summing up of assignments from different subjects.

Parents are not expected to be directly involved in helping their children with homework, but their support and explicit valuing of the learning activities is fundamental for their success.

Both class work and homework is detailed on Managebac to keep families informed of the progression of the syllabus and any assignments due.



### *3.3 Assessment policy*

Assessment plays a crucial role in shaping the learning dynamics that students develop when they first enter school. These dynamics will likely have long-lasting effects and therefore WINS is particularly sensitive to the role of assessment.

Assessment is considered an informative opportunity both for the teacher and the student. Each assignment has clear objectives and assessment criteria which the teacher explains so the child can clearly understand what is expected of him/her.

Grades are given either in number or letter form, according to the IB guidelines, and are used as feedback to instruct the teacher and the student on their progress so excellences can be nurtured and difficulties dealt with. Families are kept informed about their child's progress on a regular basis and given suggestions on how to support him to help him reach his full potential.

### *3.4 Reporting*

Grades can be viewed in real time on Managebac.

Report cards are published at the end of each term on Managebac and families are informed of their availability by an automated email system.

Parent-teacher meetings are scheduled at the end of each term to provide further explanations to families. The dates of these meetings are indicated on the school calendar and exact times will be communicated a few days beforehand.

### *3.5 Academic Honesty*

Academic Honesty is part of our mission to foster integrity in our students. Children are made aware of the importance of not using other people's ideas without formally recognizing the original author's contribution.

From the Primary grades children are guided in their approach to research and to a responsible use of the sources they consult by their teacher and the librarian.

Specific and age-appropriate referencing workshops are organized from grade 7.

A specific Academic Honesty policy is available for Middle and Diploma Year students.

### *3.6 Use of the School Libraries*

WINS boasts two age-specific libraries, one for the Early Years and Primary students and a second one for Middle and Diploma Years students.

Teachers take their classes to the library on a regular basis to support extended reading programs and encourage the development of a positive relationship with reading and research.



Students can sign out books to take home or read books in the library during their opening times.

### *3.7 Use of ipads and laptops*

Students from Transition are given an individual iPad. All iPads are set and limited to be used for didactic purposes only. iPads will be used in class to support more traditional textbook based activities. Teachers will ensure the respect of the recommended maximum consecutive usage time for each age level.

iPads are given to students but are school property and must be returned to the school when the student leaves WINS.

Students can take their iPad home but must make sure to have it charged and ready for the following school day. Parents are encouraged to support the younger students in this.

Students and their families are responsible for any damage or loss whether this takes place at school or at home.

### *3.8 Communications regarding academics*

For any further information regarding Academics please contact the Program Coordinator or the School Manager.

## **4. Bus Service**

WINS in collaboration with Benese Trasporti offers a shuttle bus service with two main routes covering the Turin area and a third door to door route covering the neighboring towns. The actual path of the shuttle service and the stops will be determined on the basis of the students who sign up for the service.

Families will be informed of pick-up and drop-off times and places at the beginning of the school year.