

## PARENT-STUDENT HANDBOOK AND SCHOOL REGULATIONS

### Index

<b>Premise</b>	<b>p. 2</b>
<b>1. Introduction</b>	<b>p. 2</b>
1.1 School Mission	p. 2
1.2 School Values	p. 2
<b>2. Administration</b>	<b>p. 3</b>
2.1 School policies	p. 3
2.2 Admissions Procedure	p. 4
2.3 School staff	p. 5
2.4 Teaching staff	p. 6
2.5 School Calendar	p. 10
2.6 Medicines and Vaccination Policy	p. 10
2.7 School Uniform and personal appearance	p. 11
2.8 Fire and Emergency Arrangements	p. 13
2.9 Use of Elevators	p. 14
2.10 School regulations	p. 14
2.11 ManageBac	p. 18
2.12 Food and Nutrition	p. 19
2.13 School - Family communications	p. 19
2.14 Parent Teacher Association (PAT)	p. 20
2.15 Class representatives	p. 21
<b>3. Academics</b>	<b>p. 21</b>
3.1 Academic offer	p. 21
3.2 Homework	p. 22
3.3 Assessment policy	p. 22
3.4 Reporting	p. 23
3.5 Academic Honesty	p. 23
3.6 Use of the School Libraries	p. 24
3.7 Use of ipads and laptops in Primary Years	p. 24
3.8 Communications regarding academics	p. 24
<b>4. Bus Service</b>	<b>p. 25</b>



## Premise

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

The content of this Handbook 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.

## 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.

- *Admissions policy*
- *Special Educational Needs and Inclusion policy*
- *Language policy*
- *Assessment policy*
- *Academic Honesty policy*
- *ManageBac policy*
- *Behaviour policy*
- *Cell phones and device policy*
- *Students complaint policy*
- *Parents and legal guardians complaint policy*
- *Student-Athletes Policy*
- *WINS Edqwest policy*
- *WINS Gems scheme*

We expect 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** and/or the **Academic Dean**.

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

WINS uses the online platform **Open Apply** to manage and process admissions. Our Admissions Office and the Main Office staff is available for any clarifications and support that might be needed throughout the admissions process.

The **General Conditions** document (that can be found on Openapply) contains all the information related to payments and contractually binding elements.

For the Diploma Years, there are minimum **English language entry level requirements**. Students applying for grade 9, 10 and 11 should have a minimum B2 level of English.

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

For further information, please refer to the Admission Policy (SY23-24) and the Language Policy (SY23-24).

Prior to finalizing enrollments, prospective Students for grade 6 and above are required to take an **assessment test** in both English and Mathematics. The test will provide the Academic team at WINS with student data that will inform curriculum planning for each age group.

Students who fall below grade level expectations in the English language test will be required to follow additional English language classes (EAL) during curricular hours.

If needed, students might require additional language lessons outside school hours. In this case, the additional help will be agreed with the family and it will be outlined in an A.L.L. IEP (Additional Language Learner Individual Educational Plan).



### *2.3 School staff*

School Manager

Ms. Giulia Mazzocchi

[g.mazzocchi@worldinternationalschool.com](mailto:g.mazzocchi@worldinternationalschool.com)

Academic Dean

Ms. Barbara Battaglino

[b.battaglino@worldinternationalschool.com](mailto:b.battaglino@worldinternationalschool.com)

Main Office Specialist

Ms. Lucia Giannini

[office@worldinternationalschool.com](mailto:office@worldinternationalschool.com)

Main Office Assistant

Ms. Jessica Borgo

[office@worldinternationalschool.com](mailto:office@worldinternationalschool.com)

Accounting and Operation Specialist

Ms. Sara Centonze

[s.centonze@worldinternationalschool.com](mailto:s.centonze@worldinternationalschool.com)

Admissions

Ms. Sara Raso

[s.raso@worldinternationalschool.com](mailto:s.raso@worldinternationalschool.com)

School Nurse

[nurse@worldinternationalschool.com](mailto:nurse@worldinternationalschool.com)

Librarian and Managebac Administrator

Ms. Daniela Prando

[librarian@worldinternationalschool.com](mailto:librarian@worldinternationalschool.com)

IT Specialist

Mr. Fabrizio Arobbio

[helpdesk@worldinternationalschool.com](mailto:helpdesk@worldinternationalschool.com)

School Counselor and SEN Specialist

Ms. Mallu Montino

[m.montino@wins.school](mailto:m.montino@wins.school)



## *2.4 Teaching staff*

### **Early Years and Primary Years**

#### Primary Principal and PYP Coordinator

Ms. Victoria Corkhill

[v.corkhill@wins.school](mailto:v.corkhill@wins.school)

#### Early Years Teachers

Ms. Annemarie Kets

[a.kets@wins.school](mailto:a.kets@wins.school)

Ms. Kagiantzia Dimitra

[d.Kagiantzia@wins.school](mailto:d.Kagiantzia@wins.school)

#### Early Years Italian teacher

Ms. Aurora Maselli

[a.maselli@wins.school](mailto:a.maselli@wins.school)

#### Early Years and Transition Assistants

Primavera Belvedere

[p.belvedere@wins.school](mailto:p.belvedere@wins.school)

Ms. Rebecca Forgione

[r.forgione@wins.school](mailto:r.forgione@wins.school)

Ms. Arianna Bosetti

[a.bosetti@wins.school](mailto:a.bosetti@wins.school)

#### Primary Years Grade Teachers

Ms. Rita Simon

[r.simon@wins.school](mailto:r.simon@wins.school)

Ms. Elena Fernandez Melero

[e.fernandez@wins.school](mailto:e.fernandez@wins.school)

Ms. Jennifer Wolfe

[j.wolfe@wins.school](mailto:j.wolfe@wins.school)

Ms. Jacqueline Catalano

[j.catalano@wins.school](mailto:j.catalano@wins.school)

Ms. Maicy Coon

[m.coon@wins.school](mailto:m.coon@wins.school)

Ms. Katharine Tracey

[k.tracey@wins.school](mailto:k.tracey@wins.school)

Ms. Linda Kovacs

[l.kovacs@wins.school](mailto:l.kovacs@wins.school)

#### Italian L2

Ms. Aurora Maselli

[a.maselli@wins.school](mailto:a.maselli@wins.school)

Ms. Debora Scibilia

[d.scibilia@wins.school](mailto:d.scibilia@wins.school)

Ms. Marta Viale

[m.viale@wins.school](mailto:m.viale@wins.school)

#### Italian L1

Ms. Rossella Pastore

[r.pastore@wins.school](mailto:r.pastore@wins.school)

#### Physical and Health Education

Mr. Giorgio Volpi

[g.volpi@wins.school](mailto:g.volpi@wins.school)



German Language Acquisition

Mr Marko Kronfeld

m.kronfeld@wins.school

Spanish Language Acquisition

Ms. Pamela Galvan

p.galvan@wins.school

Arts

Ms. Elisa Rossetto

[e.rossetto@wins.school](mailto:e.rossetto@wins.school)

Music

Ms. Elena Miakouchko

e.miakouchko@wins.school

Academic support

Ms. Til Subba

t.subba@wins.school

**Middle and Diploma Years**

MYP Coordinator and Secondary Principal

Ms. Kristin Walter

k.walter@wins.school

DP Coordinator

Ms. Barbara Battaglino

b.battaglino@wins.school

***Subject Teachers***

English Language and Literature

Mr. Matthew Krasner

m.krasner@wins.school

Mr. Javier Ruiz Gomez

j.ruiz@wins.school

Italian Language and Literature

Ms. Martine Rolladin

[m.rolladin@wins.school](mailto:m.rolladin@wins.school)

Ms. Giulia Grosso

[g.grosso@wins.school](mailto:g.grosso@wins.school)

Ms. Carolina Corbò

c.corbo@wins.school

Italian Language Acquisition

Ms. Martine Rolladin

m.rolladin@wins.school

Ms. Carolina Corbò

[c.corbo@wins.school](mailto:c.corbo@wins.school)

Ms. Giulia Grosso

[g.grosso@wins.school](mailto:g.grosso@wins.school)



### English Language Acquisition

Ms. Anna Coppola  
Ms. Giorgia Cipolla  
Ms. Samira Asgari

a.coppola@wins.school  
[g.cipolla@wins.school](mailto:g.cipolla@wins.school)  
s.asgari@wins.school

### German Language Acquisition

Mr Marko Kronfeld  
Mr Klaus Zwirner  
Ms. Kristin Walter

[m.kronfeld@wins.school](mailto:m.kronfeld@wins.school)  
k.zwirner@wins.school  
k.walter@wins.school

### Spanish Language Acquisition

Ms. Pamela Galvan  
Ms. Belen Gama Morales

p.galvan@wins.school  
b.morales@wins.school

### Individuals & Societies

Mr. Pierfrancesco Rolla  
Mr. Javier Ruiz Gomez

p.rolla@wins.school  
k.ruiz@wins.school

### Integrated Science

Ms. Cristina Genovese  
Mr Marcello Rotondo  
Ms. Carlotta Rech

c.genovese@wins.school  
[m.rotondo@wins.school](mailto:m.rotondo@wins.school)  
c.rech@wins.school

### Mathematics

Ms. Zahin Mir  
Ms. Giulia Corrente

z.mir@wins.school  
g.corrente@wins.school

### Visual Arts

Valentina Casella

v.casella@wins.school

### Design

Mr. Mauro Bimbi

m.bimbi@wins.school

### Music

Ms. Elena Miakouchko

e.miakouchko@wins.school

### Computer Science

Fabrizio Arobbio

helpdesk@worldinternationalschool.com

### Physics

Mr. Marcello Rotondo

m.rotondo@wins.school





Biology

Ms. Carlotta Rech

c.rech@wins.school

Chemistry

Mr. Carlotta Rech

[c.rech@wins.school](mailto:c.rech@wins.school)

ESS

Ms. Cristina Genovese

c.genovese@wins.school

History

Mr. Pierfrancesco Rolla

p.rolla@wins.school

Economics

Ms. Raquel Gonzalez

r.gonzalez@wins.school

Business

Ms. Raquel Gonzalez

r.gonzalez@wins.school

Psychology

Mr. Lorenzo Curti

l.curti@wins.school

MYP Physical and Health Education and DP Sport, Exercise and Health Science

Mr. Matteo Battuello

m.battuello@wins.school

MYP EAL Coordinator and teacher and Cambridge Language Certification coordinator

Giorgia Cipolla

g.cipolla@wins.school

SEN Coordinator

Ms. Barbara Battaglino

b.battaglino@wins.school

SEN Specialist and School Counselor

Ms. Mallu Montino

m.montino@wins.school



## *2.5 School Calendar*

The school calendar is available on the school website and is published in June.

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

## *2.6 Medicine and Vaccination Policy*

WINS provides an infirmary service during school hours.

WINS requires all applicants to send in their vaccination record upon enrollment.

**For further information please contact the school nurse.**

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

In the event a student is unwell during the school day, our nurse will contact the family directly.

- In case of an injury or illness, students can go to the infirmary after informing their teacher.
- EY students will be accompanied to the infirmary by an assistant.
- Each time a student accesses the infirmary, parents will be informed by email or phone (based on the extent of the injury).
- In case of similar-chronic pathology, it is possible to ask the nurse for the administration of personal medicines or the use of "life-saving" devices, upon sending the medical documentation and the parents' written request on the "OpenApply" platform or by mail.
- At the end of the school year, all personal medicines will be sent home.
- At the beginning of every new school year, all the medical prescriptions must be renewed, and medicines must be sent to school.
- The infirmary has first emergency medication and medicines (like paracetamol or Ibuprofen) which can be administered only upon written authorization from the parents or guardians, together with the medical prescription, where the specific name of the medicine and the dosage must be reported in writing. When the administration of medicine may be needed, parents will be contacted by the school nurse who will ask for the necessary documentation.
- Parents can provide a medical prescription at the beginning of every school year. Should the student need that medicine at a certain point of the year, the nurse will contact the parents only to ask for their written permission.
- In case of lice in one or more classes, the parents of children directly involved will be called by the nurse and will be asked to come and pick up their children. The families of the affected



classes will be informed via email of the general presence of lice in the class and will be asked to check their children's heads. Children affected by lice will be able to return to school after the specific treatment with a written self-declaration from their parents. In the following days, the school nurse may inspect the children's heads as a precaution.

## *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, such as field trips.

Special allocations may be made on a case-by-case basis depending on the activity being undertaken and will be communicated to families in advance.

Teachers and staff will monitor the adherence of this requirement. Families will be informed through ManageBac should students come to school out of 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)*
- *school dress*
- *Capri pants*
- *pullover*
- *vest*

### **Transition to Grade 8**

#### Compulsory items:

Physical Education (PE):



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

### **Grade 9 and above**

Compulsory items:

Sports:

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

Everyday uniform:

- *WINS pullover or vest or hoodie*
- *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 closed-toed **shoes** (ie not sandals) 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 and at the shop:

**Future Fashion Abbigliamento**

Corso Garibaldi, 230 - Venaria Reale (TO)

**Opening time:**

Monday 4:00pm - 7.00pm

Tuesday-Friday 10.30am - 1.00pm; 3:30pm - 7.00pm

Saturday 10am-1:00pm; 3:00pm - 7.30pm

Sunday 4:00pm - 7:00pm

School website: <https://futurefashionabbigliamento.it/abbigliamento-scuola/wins>

Email: [info@futurefashion.it](mailto:info@futurefashion.it)

Phone number: 334 1671401

It is not necessary to book an appointment. A paid tailoring service is also available at the shop.

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.
- Students line up in their classroom and wait for instructions, leaving all personal belongings
- Students follow the evacuation routes to leave the building and reach the collection point with their teacher and classmates.
- Nobody can re-enter the building until further instructions
- Elevators must not be used in case of fire.

## *2.9 Use of Elevators*

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

**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.

Drop-off is between 8:30am and 8:55 am. Pick-up is for all grades at 4:00 pm.  
Lessons start at 9:00 am.

Attendance will be taken for all students between 8:55-9:05 am.

All families should commit to arriving on time as arrivals after the beginning of classes cause disruption to the activities that have started. **In case of late arrival after 9:10 am, MYP and DP students will be required to wait until the following period to access their class.**

In the event of chronic late arrivals, the family will be contacted by the School Manager to address the issue.



## **Afterschool**

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.

### 2.10.2 Attendance and Absences

At WINS, we believe that regular, punctual attendance has a positive impact on student learning. All students are expected to be present at school every day possible to be best prepared and set themselves up for success.

Frequent absences and late arrivals can have a negative impact on student learning. Data shows that a strong attendance record is linked to higher academic achievement and increased graduation rates, setting the stage for future success.

Attendance is also of paramount importance to ensure the building of positive relationships within the class and with teachers.

We expect school staff, teachers, parents, and students to play an active and responsible role in ensuring that attendance is prioritized and to instill the importance of regular, punctual attendance.

The legal obligations surrounding school attendance underscore the importance of this commitment and emphasize the shared responsibility to provide children with a solid educational foundation. As such, teachers will record all student absences and late arrivals.

**Attendance is recorded on student transcripts and all Term Reports, and is a part of a student's permanent record.**

Families should limit absences to situations of medical or urgent need and inform the school through ManageBac as soon as possible or call the school office.



When a student is absent for 10 consecutive days or when the student's attendance rate falls below 80%, the School Management may request a meeting with the student's parents to discuss the reasons behind poor attendance records. In case a student is absent, please

Absences during assessment days will be considered justified only upon submission of a medical certificate or other documentation certifying the impossibility of attending.

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

##### **Students are not allowed to come to school in case of:**

- A body temperature above 37.5 ° C and/or
- Any symptoms compatible with COVID-19, for example: acute respiratory symptoms such as a cough or cold with difficulty in breathing, vomiting (repeated episodes accompanied by malaise), diarrhea (three or more episodes with semi-liquid or liquid stools), loss of taste , loss of smell, severe headache, and/or
- positive Covid-19 test

**Students with mild respiratory symptoms and in good general health condition who do NOT have a fever can attend lessons in person, wearing a surgical or FFP2 mask until the symptoms are resolved.**

**When the symptoms are fully resolved, students can be re-admitted in class upon written self-declaration from their parents.**

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 required 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 gate and not in the presence or view of the 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-premises activity, the family will be immediately informed and the behaviour will be addressed per our school Behaviour Policy..

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

In these and all other cases the student will receive a misdemeanor note. Please see the Behaviour Policy SY 23-24 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 the custody of the school will be suspended and the family will be immediately informed.

#### 2.10.4 Positive behavior for learning

Supporting positive behavior in the school environment is a multifaceted endeavor with far-reaching effects.

By embracing strategies that promote positive behavior WINS creates a respectful, encouraging learning environment that extends beyond the classroom, shaping students' academic achievements, interpersonal skills, and overall character. WINS seeks to build a stimulating and supportive environment for its students in which all members of the community feel safe, respected, and valued.

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

- positive comments both oral and written from teachers
- celebration during school events/assemblies
- certificates awarded at the Graduation Ceremony or other events



#### 2.10.5 Consequences of 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.

For further details about the consequences of inappropriate behavior, please see the Behaviour Policy SY 22-23.

#### 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 is implementing a specific program against bullying, called KiVa, developed in the University of Turku, Finland, with the support of the Ministry of Education and Culture.

KiVa's impact is evidence-based and proven, and its implementation is guided by a wide range of resources for schools to tackle bullying.

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 platform. 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 ManageBac policy.

### *2.12 Food and Nutrition*

All students are expected to have lunch in 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. The canteen serves all students, and 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 reasons, parents are required to inform the school in writing upon enrollment.

Early Years children are served a mid-morning and a mid-afternoon snack. Primary Years children are also served a mid-morning snack.

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

**Early Years and Primary students are not allowed to bring food from home or 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. 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.
- **Seesaw:** Seesaw is a platform used by EY and PYP teachers and students for student learning portfolios. Parents will receive information on how to view and access their child's Seesaw at the start of the school year.
- **Class Dojo:** for less formal communications and updates on EY and PYP day-to-day class activities posted directly to parents by teachers.
- **End of Term Meetings and 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, the Academic Dean or the School Manager.

#### 2.13.1 Communication about teachers' absences

Teachers' absences are communicated to families when the absence is over 3 consecutive days. The school allocates cover teachers for each lesson. Absent teachers publish work for students to do in class, under the supervision of the substitute teacher (MYP/DP). In the PYP, cover teachers receive a lesson plan to be carried out in class, to ensure continuity of learning.

#### 2.14 Parent Teacher Network (PTN)

The WINS Board and School Management encourages the creation of a Parent Teacher Network. All parents can join the PTN upon enrolling their children in WINS.

WINS aims at creating a bridge between the classroom and the home through dynamic synergy between students, teachers, and parents. A strong culture of collaboration in the school community can nurture an environment where students can flourish academically, socially, and emotionally.

All WINS parents are encouraged to take an active role in the PTN, where they can organize school events such as parties and special activities to strengthen our school community.

For more information, please refer to the specific document.



### *2.15 Class representatives*

Class representatives ensure that the concerns, ideas, and aspirations of parents are heard and considered, enhancing the overall educational experience.

Their role goes beyond mere representation; they are catalysts for positive change, fostering a sense of community and unity among parents.

We believe that by championing collaboration and positive dialogue, parents serve as an inspiring example for their children of how collective efforts is the key to success in the learning journey of our students

To build a strong school-to-home connection and our class communities, each class elects a Class Representative to facilitate communication with the Classroom Teacher (in the PYP) and school management regarding matters of academic interest for the class.

There is a call for candidates at the beginning of the school year, and the representative is elected by the class families.

In line with our mission to give agency and empower our students, we also have Student Representatives starting in the MYP Grade 6.

## **3. Academics**

### *3.1 Academic offer*

WINS is an IB World School currently offering the full continuum of the IB, from the PYP to the DP.

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*

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.

To this purpose, The inquiry based and experiential teaching methodology at WINS is used to reduce the homework load for students.

In WINS, by fostering a dynamic and interactive learning atmosphere during school hours, through hands-on experiences, collaborative projects, and real-world applications, students are able to grasp concepts more effectively and develop a genuine understanding of the material. This enhanced comprehension and engagement during class time contributes to reduce the amount of homework, as students are already grappling with the content in a meaningful way during their school hours.

WINS has established clear and consistent homework allocation/distribution procedures that facilitate communication between teachers, students, and parents, and balanced distribution of homework between subjects for all grades.

Parents are not expected to be directly involved in providing support to their children in the completion of homework; however, parental encouragement and explicit valuing of the homework and learning activities is fundamental for student success.

Both classwork and homework are detailed on ManageBac to keep families informed of the progression of the student's learning and upcoming assignments.

### *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 or her.



In the PYP, teachers emphasize formative assessments to measure student’s learning progression over time. Formal assessment of learning is found on the term reports, which include detailed comments on student learning in the transdisciplinary units of inquiry and the subject areas.

In the MYP and DP, 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.

For more information, please refer to the Assessment Policy.

### *3.4 Reporting*

For MYP and DP Students, 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 Conferences are scheduled each term to provide further explanations to families. In the PYP, Student-Led Conferences are scheduled once a year. The dates of these meetings are indicated on the school calendar and exact times will be communicated in due course.

For more information, please refer to the Assessment Policy.

### *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.

Every year, the school runs specific and age-appropriate activities and workshops to develop understanding and commitment to academic honesty principles and procedures.

For more information, please refer to the Academic Honesty Policy.



### *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. The school actively promotes the use of the Library, encouraging the development of a positive relationship with reading and research.

Students can check out books to take home or read books in the library during library hours time.

### *3.7 Use of iPads and laptops in Primary Years*

Students from Transition to Grade 5 are given an individual iPad. All iPads are set and limited to be used for didactic purposes only when on the school's servers. 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 to ensure that their iPads come to school fully charged each day.

At home, parents should monitor and set parameters for iPad use for their children.

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 Academic Dean.





#### **4. Bus Service**

WINS offers a shuttle bus service with two main routes covering the Turin area and a third door to door route covering the neighboring towns in collaboration with Benese Trasporti. The route of the shuttle service and 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.