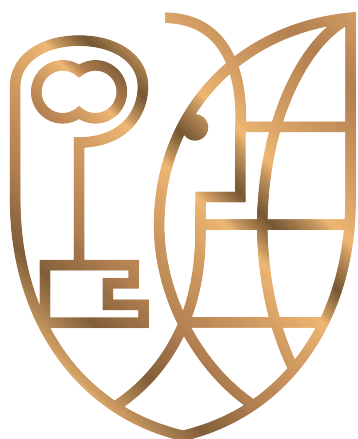




WINS Parent-Student Handbook & School Regulations

Working in partnership across our school community



WORLD INTERNATIONAL SCHOOL OF TORINO
2025-2026



The Key to a Global Future

Mission Statement

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 nurtures the intellectual growth of our students helping them to become open-minded, principled, and inquiring citizens of the world.

School Values

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

GLOBAL CITIZENSHIP

Global citizenship as the only way to face with today's challenges

EXCELLENCE

Excellence both in terms of the work we do, the services we offer and the academic preparation we wish to grant our students

INTEGRITY

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

Forward thinking in that we look ahead and wish to work today to cater for the needs and expectations of tomorrow

PASSION

Passion, the value that inspires us all in our daily activities and we strive to keep alight in our students



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Welcome Letter From the School Manager

Dear Parents and Guardians,

At WINS, it is our utmost privilege to serve and support your child's educational journey. As we embark on this academic year together, I would like to extend a warm welcome to all our families, whether returning or joining us for the first time.

Choosing the right school for your child is a monumental decision, and we are honored that you have chosen WINS for your children. Our school is dedicated to fostering an environment where every student can thrive academically, socially, and emotionally. Our commitment to a holistic approach ensures that your child is not only challenged and supported but also inspired to become the best version of themselves.

The WINS Handbook is designed to serve as a comprehensive guide to our school's policies, procedures, and expectations. Within these pages, you will find essential information to help you navigate the school year successfully. Our regulations are carefully crafted to uphold the values of respect, responsibility, and community that define WINS.

We encourage you to review this handbook thoroughly and keep it as a reference throughout the year. By understanding and adhering to our guidelines, you help reinforce the safe, nurturing, and dynamic environment that allows all our students to excel.

We believe that a strong partnership between home and school is the foundation for student success. Therefore, we are committed to maintaining open lines of communication and working collaboratively with you to support your child's growth and development.

Thank you for your trust in WINS. We look forward to a year filled with learning, growth, and shared achievements.



Giulia Mazzocchi

School Manager at World International School of Torino



Introduction

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

The content of this Handbook will be updated annually to reflect the growth of the school and its emerging needs.

The latest 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.

School Administration

Senior Leadership

WINS is led by the Senior Leadership Team, consisting of:

- School Manager: Giulia Mazzocchi
- Primary Principal and PYP Coordinator: Ms. Katharine Tracey
- Secondary Principal and DP Coordinator: Ms. Kristin Walter

MYP Coordinator: Ms. Giulia Corrente

WINS Main Office Coordinator: Ms. Lucia Giannini

For more information regarding our full faculty and staff with contact information, please see the school directory at the end of this Handbook.

Admissions Procedure

The first step in our Admission process consists of contacting the Admissions team and scheduling a meeting, whether face-to-face or online 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 are available for any clarifications and support that might be needed throughout the admissions process.

The General Conditions document (available on Open Apply) contains all the information related to payments and contractually binding elements.

For the Diploma Years, there are minimum English language entry level requirements. Should prospective students fall short of these requirements, they will be required to follow additional English language classes as extra-curricular activities and during the school day when possible.

For further information, please refer to the Admission Policy and the Language Policy.

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 English as an Additional Language (EAL) classes during curricular hours. If needed, students might require additional language lessons outside school hours.

School Calendar

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

The 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 9:00-9:05 am.

All families should commit to arriving on time as arrivals after the beginning of classes cause disruption to the activities that have started.



School Arrival and Departure

Attendance

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.

Absences

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

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.

Families should limit absences to situations of medical or urgent need and inform the school through the attendance form in ManageBac as soon as possible or call the Main 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 and the next steps to address the issue.

Should your child be absent for an extended period (three or more days) for non-medical reasons, families are required to contact the Principal to communicate the reason for the absence and for approval. Students are expected to have regular, consistent attendance. Families are expected to carefully review the school calendar to organize accordingly and ensure their child is present for all school days.

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

The minimum attendance required for the school year to be considered valid is three quarters (75%) of the total annual timetable.

MYP & DP Athlete's Program

Students registered in the WINS Athlete's Program have individual timetables and access to remote learning as arranged and approved by their program Principal and Coordinators.

Late Arrivals

All late arrivals (tardies) are recorded by teachers and are part of the student's records. 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.

Absences Due to Illness

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

- A body temperature above 37.5 ° C 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, possibly 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 student's identity will not be disclosed, but this will allow for preventive measures to prevent the spreading of the disease or lice.

Changes in Plans or Routine

If a child will not take the school bus on a particular day or is to be picked up by someone other than the normal parent/guardian or caregiver, the parent or guardian should do the following:

Email the Main Office, office@worldinternationalschool.com, and Homeroom Teacher to indicate which person will take your child home. If someone other than the authorized pick up person is to pick up your child, you must complete and send in the form to the Main Office at office@worldinternationalschool.com.

For last-minute changes of plans, please make sure you speak directly to the Main Office. Please call **011 1972111**.

School Bus

WINS offers a shuttle bus service covering the Turin area and a door-to-door route service. The stops will be determined based on 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.

During the School Day

Lunch & Snacks

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 or religious 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 Years students are not allowed to bring food or candy from home or purchase snacks or drinks from the vending machines during school hours.
- Students scheduled to attend Afterschool or extracurricular activities may keep a healthy snack in their backpacks per the Afterschool Activity policy. Candy or sweets are not permitted.

Birthday Celebrations

EY and PYP parents who wish to provide treats for their child's birthday should contact their child's classroom teacher at least one week ahead of time. The teacher will schedule the celebration time at the appropriate moment during the school day.

The parents must adhere to any dietary restrictions present in the classroom. Any food items or drinks provided must be pre-packaged and not homemade, with a clear list of ingredients. For example, store bough items or items purchased from a bakery are permitted but must have the ingredient list. Parents may not send in cakes, cookies or any other items baked at home.

Families must provide all cutlery, plates, cups, or any other items the teachers may need to distribute the treats.

Decorations or gifts to classmates must be minimal. All treats or decorations should be dropped off at the Main Office between 8:45-9:00 am.

School Uniform, Dress Code 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.

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

The basic uniform is as follows:

Early Years: Nursery, Pre-K and Kindergarten

Compulsory Uniform Items	Option Uniform 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 • closed-toed shoes (see note on footwear below)	• cot sleeping bag (for children who wish to use it during nap time) • school satchel (to hold a change of clothes or other personal items) • school dress • capri pants • pullover • vest

PYP Transition to MYP Grade 8

Daily Uniform	Physical Education (PE) Uniform
• WINS pullover, jumper 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 • closed-toed shoes (see note on footwear below)	• 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

MYP Grade 9 and DP

Daily Uniform	Physical Education (PE) Uniform
• WINS pullover or vest or hoodie • Boys: neutral colors pants • Girls: neutral colors pants and/or WINS skirt 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) • closed-toed shoes (see note on footwear below)	• school tracksuit (top and bottom) • sport shorts or leggings • school T-shirt • swimming bag • swimsuit • swim cap • sport bag (optional)

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

Footwear

All WINS students are required to wear any **closed-toed shoes** (i.e. not sandals) of their choice as long as they are **black, white, gray, dark blue or brown**. Students should wear flat shoes that are sneakers, loafers or oxford style. Combat boots, high heels or other styled shoes are not permitted. On PE days, students should have the appropriate PE shoes to wear during the lesson.

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

School Uniform Provider Information

School uniform items can be purchased directly from our supplier through the link on the school website and at the shop:

Future Fashion Abbigliamento

Online Shop: <https://futurefashionabbigliamento.it/abbigliamento-scuola/wins>

Corso Garibaldi, 230 - Venaria
Reale (TO)
Email: info@futurefashion.it
Phone number: 334 1671401

Opening Hours:
Monday 3:30pm - 7.30pm
Tuesday-Sunday 10.30am - 1.00pm; 3:30pm - 7.30pm

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.

Hair and Makeup

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

MYP and DP Violations of Dress Code

Students not respecting the dress code described above will be flagged for Dress Code on ManageBac, warned verbally, and not admitted to class. Repeated infringements of the dress code rules will result in behavioural note and related consequences.

iPads in the PYP

Students from Transition to Grade 5 are given an individual iPad. All iPads are set and limited to be used for academic purposes only when on the school's servers.

- iPads will be used in class to support more traditional handwritten, textbook or project-based activities. Teachers will ensure the respect of the recommended maximum consecutive usage time for each age level.
- iPads are individually assigned to students but are school property and must be returned to the school at the end of each school year for updates and inventory. Student iPads are also collected when the student leaves or transfers from WINS.
- When students can take their iPads home to complete homework or other activities, we require that they and their families ensure that the device is fully charged and ready for the next school day.
- At home, parents should monitor their child's iPad use and set parameters for its use for their children.
- Students and their families are responsible for any damage or loss whether this takes place at school or at home.

Textbooks

PYP Textbooks

The school provides PYP students with textbooks and digital resources.

Grades 6-8

- **Textbooks** will be given at the beginning of the school year and should be returned in the same conditions as given at the end of the school year. Students are expected to take care of them so that they remain in good condition. As such, students are not permitted to write in, highlight or mark the textbooks.
 - To promote environmental sustainability and reduce costs for families, textbooks will be used across multiple school years. Each student will receive their textbooks in excellent condition at the start of the academic year. It is the responsibility of the student and their family to maintain these books in the same condition. Textbooks must be returned on the designated date at the end

of the school year. If a textbook is damaged or not returned within this date, the family will be responsible for covering the replacement cost.

- **Workbooks**, which are the books that the students are intended to write in, do not need to be returned to the school.
- Literature teachers may ask students to buy personal copies of **narrative books**.

Grade 9-12:

- **Selected textbooks for personal use** will be provided at the beginning of the school year and will become the property of the student. Families will be required to purchase these books and can collect them from the Main Office on dates that will be announced in advance.
- **Selected textbooks** will be given at the beginning of the school year and should be returned in the same conditions as given at the end of the school year. Students are expected to take care of them so that they remain in good condition. As such, students are not permitted to write in, highlight or mark the textbooks.
 - To promote environmental sustainability and reduce costs for families, textbooks will be used across multiple school years. Each student will receive their textbooks in excellent condition at the start of the academic year. It is the responsibility of the student and their family to maintain these books in the same condition. Textbooks must be returned on the designated date at the end of the school year. If a textbook is damaged or not returned within this date, the family will be responsible for covering the replacement cost.
- Literature teachers may ask students to buy personal copies of **narrative books**.

Books must be returned on the designated day each school year.

We encourage all students to take care of school materials and to thoughtfully integrate the online resources provided by the school with the physical textbooks and other materials provided by their teachers.

School Libraries

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

Classes visit the school libraries at scheduled moments. The school promotes library use and encourages a positive relationship with reading and research through lessons led by our teachers and School Librarian.

Students can check out books to take home or read books in the library during library time. Families are responsible for any lost or damaged books.

Field Trips and Residential Trips

Field trips are an important part of the educational program at WINS. These are an integral part of learning across all programmes.

All trips are led by teachers. External professional guides may also be used to provide specialist skills or knowledge.

Starting from Grades 4, students also participate in overnight residential trips. Prior to all residential trips, the school will hold information sessions for families and provide more information on the details of the trip.

Participants in school organized trips and events are representatives of WINS at all times. As such, students are expected to abide by school agreements and policies.

During any out-of-school event, such as an WINS field or residential trip, all specific event procedures, agreements, expectations of behaviour and relevant undertakings will apply at all times.

The school uses **Schools Buddy** to communicate field and residential trip information. Families are asked to confirm their child's attendance through this platform, which can be accessed using your ManageBac credentials.

Student Leadership

In line with our mission to give agency and empower our students, we also have an elected PYP Student Council from Grade 2 to Grade 5, and Secondary School Student Councils, from Grade 6 to 12.

In the MYP, Student Representatives are elected from Grade 6.

AfterSchool Care and Extracurricular Activities

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 supervised by a member of staff and are engaged in activities, projects, or homework.

For more information, please contact the Main Office. School Main Office hours are: 8:30am to 6:00pm, Monday to Friday.

Student Wellbeing

WINS Commitment to 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.

School Infirmary, Nurse and Medication

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 at nurse@worldinternationalschool.com

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 during the school day, 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 (such as 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.

The procedure for administering medications during overnight residential trips will be communicated to families during residential trip information sessions for parents.

Safety and Security

Campus Security

All visitors to the WINS campus are required to report to the security guard at the school entrance, where their identity will be checked before admission.

They will then be directed to the reception area where they will receive a visitor's badge, to be displayed at all times.

Please note the following indications to ensure a safe and secure drop off and pick up of your child:

- At 8:30, students may enter from the Main Entrance (PYP Transition to Diploma Programme) or the Early Years Entrance (Nursery, Pre-K and Kindergarten Students only). Students will be supervised during drop off by a member of staff until the start of the school day.
- Parents should not enter the drop off area and should say goodbye at the school Main Entrance doors.
- To maintain a calm morning routine, EY parents may enter the EY hallway and should not enter the classrooms or playground and should say goodbye at the classroom door.
- Please do not leave young children unattended in front of the school during drop off or pick up times. Upon pick up, parents or guardians are responsible to supervise the children and ensure adherence to school regulations and behavior policies.
- Between 16:00-16:10, **Early Years** parents may collect their children from the EY Entrance.
- **Transition** families may pick up their children outside the classroom's glass doors. We kindly request that families arrive at 16:00 and pick up their children between 16:00 and 16:10. **To minimize disruption, please do not wait outside the classroom before 16:00.**

- For **PYP Grades 1-5**, parents should wait outside the Main Entrance doors to pick up their children starting at 16:00.
- **MYP and DP** students exit from the External Gate near the school gym.
- If you know you are going to be late to pick up your child, please inform the school in advance by calling the WINS Main Office at **011 1972111**.
- Children who need to go home with another authorized adult will only be allowed to do so if you have completed a permission form. Please see the Main Office staff in order to do this.
- Children will meet Extracurricular Activity teachers at allocated meeting points at 16:00.
- After Extracurricular Activities have ended, the supervising teachers will accompany the children to the Main Entrance or the Afterschool area where parents can pick them up at the specific time.
- **After pick up and once children are with their parent or guardian, children are not allowed to re-enter the school building without supervision. Students, families or visitors may not enter classrooms or other school spaces**, unless for a specific extracurricular activity or for a reason that has been communicated to school security.

These guidelines are important for the safety of all students; your cooperation is greatly appreciated.

Valuables and Lost & Found Items

Students are asked not to bring valuables to school. At times, students may wish to bring valuable items into school as part of a project or other piece of school-related work. Under these circumstances, any valuables should be given to the Main Office for safekeeping. The school cannot be held responsible for the loss or theft of valuables.

A lost and found box is kept at the main stairwell in the flag area. We ask that all your child's articles be clearly labelled with their name. At specific times during the school year, any uncollected items are sent to a charitable organization. School uniforms will be removed at the end of the school year. The school is not able to take responsibility for lost belongings.

Emergency Procedures

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

All visitors and parents at the school should be familiar with the emergency procedures that are clearly posted around the school building.

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 must follow the evacuation routes to leave the building and reach the collection point with their teacher and classmates.
- No one can re-enter the building until further instructions
- Elevators must not be used in case of fire.

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 disabilities. Please contact the Main Office to obtain the authorization. All students under 12 must always be accompanied by an adult in the elevator.

Prohibited Items and Activities

Students should not come to school in possession of any items which may pose a danger to themselves or others. Prohibited items include knives, other weapons and imitation weapons are forbidden.

Students should not bring prescription or other drugs, alcohol, tobacco, or vaping materials to school.

Alcohol, Smoking 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, staff members, parents and visitors. 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, vaping, drinking and drug consumption are addressed at age-appropriate levels 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-campus 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 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.

Communication

Communication between home and school is essential for student success.

The following information will assist you in identifying where information may be found and with whom you may wish to speak.

PYP School-to-Home Communications

In the Primary Years, each student has a Classroom Teacher who monitors the students' wellbeing, provides a range of broad support strategies for everyday concerns (academic or personal/social) and mediates issues. The Homeroom Teacher should be a parent's first point of contact at the school should they have any general concerns or questions. The Homeroom Teachers work collaboratively with the Primary Principal to support all students. In addition, WINS has a School Counselor who is available to support all teachers and students across school programs.

For questions for Specialist Teachers regarding academic or behavior concerns during specialist lessons, a parent's first point of contact should be the respective teacher.

Communication Channels

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

- **School website** (www.worldinternationalschool.com) : you can find basic and general information about the school.
- **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:** email from the School Management or teachers is used for important communications requiring a response from the family.
- **ManageBac:** ManageBac is used for all information regarding academics (i.e. topics covered, tasks assigned, grades, report cards, attendance, units). More information on the use of ManageBac is found below and is fully outlined in 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.

- **Parent-Teacher Conferences and Student-Led Conferences:** These formal conference events provide the opportunity for face to face meetings with the class teachers.
- **Appointments:** parents are welcome to contact their child's teachers directly for any questions or concerns, or contact the main office to book 1:1 appointments with grade or subject teachers.

ManageBac

WINS uses 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.

Communication of Teacher Absences

Should a teacher plan an absence for 3 or more consecutive days, a message to inform the families will be sent by the school. During teacher absences, the school allocates coverage for each lesson.

- In the MYP and DP, absent teachers provide the lesson and tasks for students under the supervision of the substitute teacher.
- In the PYP, cover teachers receive a lesson plan from the absent teacher to be done in class to ensure continuity of learning.

Connecting with Families

Parent Teacher Network (PTN)

The WINS Board and School Management encourage 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.

More information regarding the PTN and how to join is sent at the start of the school year.

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.

Academics

Academic Programmes

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

Section	IB Programme	Age	Grades
Early Years	PYP	2,5 to 5 years old	Nursery, Pre-K & Kindergarten
Primary Years	PYP	5 to 11 years old	Transition to Grade 5
Middle Years	MYP	11 to 14 years old	Grade 6 to Grade 8
Dipolma Years	DP	14 to 18 years old	Grade 9 to Grade 12

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

Should you wish for more information or know people who want to understand more about WINS, contact the main office to book an appointment with our Admissions Office.

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 end, 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 reducing 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.

Reporting: Grades, Term Reports and Formal Reporting Events

For MYP and DP Students, grades can be viewed 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.

Formal reporting moments such as Parent-Teacher Conferences are scheduled each term to provide further explanations to families. In the PYP, parents or guardians are expected to attend all PTC days. Student-Led Conferences are scheduled once a year and parent or guardian attendance is necessary.

The exact dates of both conference events are indicated on the school calendar. Families can sign up for a slot to meet their child's teacher, and the procedure will be communicated to families in advance.

For more information on reporting and assessment, please refer to the Assessment Policy.

School Policies

Please be informed that all school policies can be found on ManageBac. There you will find all of the school's policies, including:

- Safeguarding Policy
- Admissions Policy
- Health and wellbeing Policy
- Language Policy
- Assessment Policy
- Academic Honesty Policy
- Health and Nutrition Policy
- Behaviour Policy
- Cell Phone and Device Policy
- Complaint Policy
- Student-Athlete Policy
- ManageBac Policy
- Inclusion Policy
- Child Protection Policy

Parents, guardians and students should read through the policies and refer to them as a first step and guidance in case of need. For any additional information or clarifications, please contact your child's program Principal.

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 or her reach his or her full potential.

For more information, please refer to the Assessment Policy.

Academic Honesty Policy

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.

Behaviour Policy

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

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 instructions 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.

School Directory

Senior Leadership Team

	Name	Email
School Manager	Ms. Giulia Mazzocchi	g.mazzocchi@worldinternationalschool.com
Primary Principal	Ms. Katharine Tracey	k.tracey@wins.school
Secondary Principal	Ms. Kristin Walter	k.walter@wins.school

School Staff

	Name	Email
Main Office Coordinator	Ms. Lucia Giannini	office@worldinternationalschool.com
Main Office Specialist	Ms. Valeria Caudera	office@worldinternationalschool.com
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Operations Specialist	Mr. Gianluca Scelfo	g.scelfo@worldinternationalschool.com
School Nurse	Ms. Martina Catalano	nurse@worldinternationalschool.com
School Counselor & SEN Coordinator	Ms. Mallu Montino	m.montino@wins.school
Librarian & ManageBac Administrator	Ms. Daniela Prando	librarian@worldinternationalschool.com
IT Specialist	Mr. Fabrizio Arobbio	helpdesk@worldinternationalschool.com
Guardian	Mr. Gheorghe Luchian	g.luchian@worldinternationalschool.com
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Guardian	Mr. Adriano Polito	a.polito@worldinternationalschool.com

Academic Team

Early Years and Primary Years Leadership

	Name	Email
Primary Principal & PYP Coordinator	Ms. Katharine Tracey	k.tracey@wins.school

Early Years and Primary Years Faculty

	Name	Email
Nursery / Pre-K Classroom Teacher	Ms. Primavera Belverde	p.belverde@wins.school
Kindergarten Classroom Teacher	Ms. Annemarie Kets	a.kets@wins.school
Kindergarten Classroom Assistant	Ms. Gloria Scipione	g.scipione@wins.school
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Transition Classroom Assistant	Ms. Arianna Bosetti	a.bosetti@wins.school
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Grade 5 Classroom Teacher	Ms. Aileen Gibbins	a.gibbins@wins.school
Italian Language Teacher Early Years, Transition & Grade 1 Italian LA	Ms. Aurora Maselli	a.maselli@wins.school
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Middle Years and Diploma Programme Leadership

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MYP Coordinator	Ms. Giulia Corrente	g.corrente@wins.school

Middle Years and Diploma Programme Faculty

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Psychology	Ms. Valentina Casella	v.casella@wins.school
MYP Physical & Health Education and DP Sport, Exercise and Health Science	Mr. Matteo Battuello	m.battuello@wins.school



WORLD INTERNATIONAL SCHOOL OF TORINO
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