

WHAT SERVICES ARE OFFERED?

- **The pre- and post school assistance services**, paid by the families, are provided depending on parental requests.
- **School canteen/cafeteria and transportation services are free for families:** in pre-primary and primary schools children are provided with the services offered by the local Municipalities (Municipio XIV). Families are required to apply for the services through the following website (www.comune.roma.it) (Note: It is possible to request a special diet for health or religious reasons)
- **For primary schools, books are free, for lower secondary schools they are paid by families.**
- **Free study support** provided by local organizations.
- **School curriculum** is available on the school website (<https://www.icoctavia.edu.it/tipologia-documento/ptof/>)
- If you require **student and family support**, please write to rmic8gs00t@istruzione.it and a school member will get in touch with you.

Parents' participation in school life is essential to help children grow and learn.

Regular meetings are held with parents, their school representatives and teachers throughout the school year.

Istituto Comprensivo "Octavia" - Rome

Via Giuseppe Mazzatinti, 15

Telephone: 06 30810141

Email: rmic8gs00t@istruzione.it

Pec: rmic8gs00t@pec.istruzione.it

C.M.: RMIC8GS00T

C.F.: 97713490585

IPA Code: istsc_rmic8gs00t

UNIC Code: UF0OZB

ISTITUTO COMPRESIVO "OCTAVIA" Rome

USEFUL INFORMATION

Welcome to our School!



It takes a whole village to
raise a child

Principal

Dr. Simona D'Alessio

(The Principal receives by
appointment)

www.icoctavia.edu.it

HOW AND WHEN CAN I COMMUNICATE WITH THE SCHOOL?

You can communicate with IC Octavia, through different channels:

1. the ADMINISTRATION:

- send an e-mail to:

rmic8gs00t@istruzione.it

- visit our website:

www.icoctavia.edu.it

- read the **school communications** directly on our website www.icoctavia.edu.it or register on the **Telegram channel for Families** if you wish to receive reminders of the information published on the school website and/or on the electronic register/school portal.

2. the TEACHING DEPARTMENT:

- access **the school register** by asking for the signing in credentials at the school main office;

- contact the **teacher in charge** of your child's class by writing to: rmic8gs00t@istruzione.it, reporting your child's grade, year and class;

3. to communicate with the parents' representatives, you can join the Parents' Community (October Meeting);

4. to speak with **our school principal** you need to send an email to rmic8gs00t@istruzione.it and ask them to arrange a meeting for you.

OFFICE OPENING HOURS

Mondays – 09:30 a.m./11:30 a.m.

Wednesdays – 2:00 p.m./4:00 p.m.

Fridays – 09:30 a.m. / 11:30 a.m.

e-mail: rmic8gs00t@istruzione.it

Tel.: 0630810141

I HAVE ENROLLED MY CHILD AT IC OCTAVIA, WHAT SHOULD I DO?

If you have enrolled your child at our school, you must:

- **send him/her to school every day** even without a residence permit;

- require the **credentials for the electronic register** (by sending an e-mail to the teaching department);

- **report and justify any absences** and/or delays on the electronic register;

- contact the school office in case of **medical certifications, life-saving drugs, disability certification**;

- **download the form to delegate a friend/relative to pick up the children from school** in case of absence of the parents and send it signed with a photocopy of the documents to the school office;

- if your child attends **lower secondary school** remember to download the **authorisation form that allows your child to exit the school unaccompanied**.

All the forms and documentation can be found at www.icoctavia.edu.it (LINK: <https://www.icoctavia.edu.it/documento/modulistica-famiglie-alunni/>)

WHEN AND WHERE SHOULD MY CHILD GO TO SCHOOL?

Kindergarten:

Besso school building: Via G. Mazzatinti 15

Bertolotti school building: Via G. Mazzatinti 37

From Monday to Friday

Full time: 8:00 a.m. - 4:00 p.m.

Part time: 8:00 a.m.- 1:00 p.m.

Primary school:

Besso school building: Via G. Mazzatinti 15

Bertolotti school building: Via G. Mazzatinti 37

From Monday to Friday

Full time (40 hours per week): 8:30 a.m.-4:30 p.m.

Part time (25 hours per week): 8:30 a.m.-1:00 p.m.

Lower secondary school:

Via Maestre Pie Filippini 5

From Monday to Friday from 8:00 a.m. to 2:00 p.m.

The school lasts approximately 9 months

from September to June, with holiday periods that are indicated in the school calendar, available on the school website.