

School Policy

1. Mission of the School

Our Italian school is committed to providing a safe, inclusive, and stimulating learning environment that promotes the linguistic, cultural, and personal growth of every student.

2. Attendance and Punctuality

- Students are expected to attend lessons regularly and arrive on time.
- Absences should be communicated to the school in advance whenever possible.

3. Behaviour

- Students must show respect towards teachers, classmates, and all school staff.
- Violent, offensive, or disruptive behaviour will not be tolerated.
- The school reserves the right to exclude students from the programme in cases of inappropriate behaviour or for disciplinary reasons.
- The school reserves the right to terminate a pupil's enrolment in case of misconduct, if their behaviour is disruptive or/and poses a risk to staff and other pupils.

4. Parents and Visitors

- Parents are not permitted to attend or remain in the classroom during lessons, unless specifically invited by the school (e.g. for preschool classes, or Open Days).

- Communication with staff should take place through official channels (school emails, school phone, or scheduled meetings).

5. Learning Materials

- Books and learning materials provided by the school must be used responsibly and not damaged.
- Students are expected to bring the required materials to each lesson.

6. Safety

- Dangerous or inappropriate items are not allowed on school premises.
- Students must follow staff instructions in case of emergency.

7. Dress Code & Personal Belongings

- Students are expected to attend classes dressed in a neat and appropriate manner.
- Clothing should be comfortable but suitable for a school setting.
- Students are not permitted to bring toys, electronic devices (including mobile phones, tablets, or gaming devices), or other non-essential items to school.
- The school cannot take responsibility for the loss or damage of personal belongings brought against this policy.

8. Fees and Payments

- Tuition fees must be paid on time according to the school's schedule.
- In cases of late or missing payments, the school reserves the right to suspend attendance until fees are settled.
- Fees are non-refundable.

- The school tickets sold for specific events are non refundable.
- The school requires a paid notice (see each individual course) to withdraw the pupils from its courses.

9. Absences and Make-Up Lessons

- Missed lessons are not refundable.
- Where possible, the school may offer alternatives such as online attendance or rescheduling in another group.

Privacy Policy - GDPR Compliant

1. Introduction

This Privacy Policy explains how we collect, use, and protect personal data of students and families, in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR).

2. Data Controller

Scuola di Sofia Italian School
info@scuoladisofia.co.uk

3. Data Collected

We may collect the following personal data:

- Student details (name, surname, date of birth).
- Parent/guardian contact information (telephone, email, address).
- School-related information (attendance, progress, assessments).
- Relevant health information provided for safety purposes (e.g., allergies).

4. Purpose of Processing

Personal data is collected and used for:

- Managing enrolments and class attendance.
- Communication with parents/guardians.
- Administrative and financial obligations.
- Ensuring student safety and wellbeing.

5. Legal Basis

Data processing is based on:

- Explicit consent from parents/guardians.
- Contractual and legal obligations.
- The school's legitimate interest in providing a safe and effective service.

6. Data Retention

Data will be retained for the duration of the student's enrolment and, afterwards, for as long as required to meet legal, administrative, or financial obligations.

7. Data Sharing

Personal data will not be shared with third parties except:

- Where legally or fiscally required.
- With service providers directly linked to the school's educational activities (e.g., online learning platforms).

8. Rights of Data Subjects

At any time, parents/guardians have the right to:

- Access their personal data.
- Request correction or deletion of data.
- Restrict or object to data processing.
- Withdraw previously given consent.
- File a complaint with the Data Protection Authority.

9. Data Security

We adopt appropriate technical and organisational measures to safeguard personal data against unauthorised access, alteration, disclosure, or destruction.