

## THE FIRST-GRADE SECONDARY SCHOOL "SER LAPO MAZZEI"

The first-grade Secondary School (of three years duration) in the context of compulsory education, continues the educational/training process which enhances the proficiency in the individual disciplines. It increases the ability to study autonomously and reinforces social interaction. At the end of the three years the students have acquired wide-ranging basic disciplinary skills and a greater self-awareness in an intercultural and cosmopolitan community context. The teaching activity takes place in workshop environments with the use of innovative digital tools. The school helps orient the boys and girls for their subsequent choice of higher education and concludes with a state exam which, if passed, constitutes the right to access the second cycle of education and training.

### SCHOOL TIME

The school operates five days a week (Monday-Friday) and comprehends diverse modules of the school time with 57-minute hours:

- Normal Time (30 hours per week): 8.10am - 1.52pm
- Extended Time (36 hours per week), Monday and Wednesday: 8.10am - 4.43pm
- Musical orientation section (33 hours per week) with 2 re-entries for the individual study of a musical instrument (trumpet, piano, clarinet, violin) and for ensemble music.

### TEACHING SUBJECTS:

<i>Italian</i>	<i>Mathematics</i>
<i>English language</i>	<i>Physical and chemical sciences</i>
<i>History</i>	<i>Geography</i>
<i>Foreign Language (French / German)</i>	<i>Artistic education</i>
<i>Technical education</i>	<i>Physical education</i>
<i>Musical education</i>	

The extended time includes an additional 2 hours of Italian and math in addition to canteen services. The Catholic religion is taught for two hours a week. Pupils who do not wish to avail of this may opt for the study of an alternative subject.

**Educational outings and school trips** are organised, which require parental authorization via a special form. Curricular activities are enriched by Projects (sport, art, music, theater, radio...) which broaden the educational activities and are chosen by the teachers according to the needs of each class. **Textbooks** must be purchased by parents and can be viewed in a dedicated section of the institute's website.

The school year is subdivided into **two four-month periods** (January - June) which conclude with an assessment and teachers present the results to the families. **General interviews** with families occur twice a year; parent-teacher meetings are also scheduled on mornings according to a timetable that is published on the website at the beginning of each school year. Family's access the **electronic register** with a password provided by the Secretary, to check the attendance, the grades of their children, homework assignments and professors' messages.

Each class elects one or more **parents as a representative** for everyone, to participate in school life, maintaining the relationship between the school and families and meeting the teachers in scheduled meetings.

The school has its own **rules**, which may be consulted and downloaded via the Institute's website [www.marcopolo.prato.gov.it](http://www.marcopolo.prato.gov.it)

The school organises afternoon activities which are freely chosen by students: music, art, theater, sport, language, afterschool - which can be conveniently consulted on the website.



## COMPREHENSIVE INSTITUTE "MARCO POLO"

Via S. Caterina, 14 - 59100 Prato Tel. 0574 21703 - Fax 0574 23211

### PRESENTING THE INSTITUTE

Located within the historic center, in a strategic position for dialogue and collaboration with the the most important local authorities, the Institute includes four historical schools closely interconnected to the city:

Villa Charitas Senior Kindergarten, Cesare Guasti and Fabio Filzi Primany Schools, first-grade Secondary School Ser Lapo Mazzei.

Marco Polo is defined by an experimental tradition and a vocation for hospitality, respect and dialogue between cultures in a context that has become multi-ethnic and multilingual. The school is experienced by pupils and teachers as a genuine environment for innovation, where individual success is pursued via inclusive and innovative learning paths, whereby each individual can cultivate their own personal and cultural value.



**School Director** Prof.ssa Angelina Dibuono

**Director of General Administrative Services (DSGA):** Dott.ssa Chiara Fuligni

**Teaching/management office for students:** enrollment, attendance certificates, password delivery for electronic register, delivery of absence slips, registration for Pre/Post school and Polopedibus services:  
Monday 08.30 - 10.30 / 15.00-17.00  
Tuesday, Wednesday, Friday 11.00-13.00

School website: [www.marcopolo.prato.gov.it](http://www.marcopolo.prato.gov.it)

Contact: [poic809007@istruzione.it](mailto:poic809007@istruzione.it) - PEC: [poic809007@pec.istruzione.it](mailto:poic809007@pec.istruzione.it)

## SENIOR KINDERGARTEN “VILLA CHARITAS”

The kindergarten welcomes children from **3 to 6 years** of age in an educational environment of care, relationship and learning. Its objectives are the promotion of identity, development of personal independence, competence and citizenship as the primary approach to social coexistence.

Learning, in a playful dimension, takes place through activity, experience, focused exploration and re-elaboration in learning paths that guide the children to awareness. The kindergarten works with families in an open educational dialogue to build relationships of trust and new bonds of community.

### SCHOOL TIME

The school operates 5 days per week (from Monday to Friday) for 8 hours of daily activity: **admission 8.30 am - exit 4.30 pm**

The classes, where possible, are organized by the children's age: 3 years / 4 years / 5 years

Each moment of the day is characterised by educational intentionality, by flexible times and by a variety of age-appropriate educational proposals that enrich the child's experience. Consideration is given to the alternation between tasks and moments of play, between free activities and those structured in workshops organised by age groups such as:

- |                |                             |                |
|----------------|-----------------------------|----------------|
| • Scientific   | • Health education          | • Linguistics  |
| • Phonological | • Experimental - scientific | • Expressivity |
| • Theatre      | • Physical education        | • Music        |

At the time of enrollment, parents can choose whether to avail of Catholic religion or an alternative teaching.

The school schedules several occasions for **parent-teacher meetings**: at the beginning of the school year for the presentation of the school organization and directions regarding the insertion of children; three **meetings** during the school year to talk about the children's school performance. Each class elects **a parent as the representative** for everyone else, who maintains the relationship between the school and families and meets the team of teachers at the scheduled meetings.

Requests for the **canteen** and **school transport** must be submitted to the Education Office of the Town Council. For health or religious reasons, it is possible to request an alternative menu by presenting a medical certificate and/or self-certification to the Education Office of the Town Council.

The school has its **own rules**, which may be consulted on the Institute's website [www.marcopolo.prato.gov.it](http://www.marcopolo.prato.gov.it)

### SCHOOL SERVICES

The **Pre/Post School** service may be paid on a family's request, which allows students to access the school one hour before the commencement of school lessons (7.30am) and to remain for an hour after their completion (17.30pm).

## THE PRIMARY SCHOOL “C. GUASTI” e “F. FILZI”

The primary school, of 5-year duration, promotes the development of personality with respect for individual diversity and lays the foundations for the formation of conscious and responsible citizens in an intercultural and cosmopolitan dimension. Through the various base disciplines, the pupils acquire learning, knowledge and fundamental skills to develop a basic cultural competence; giving maturity to critical and reflective thought; the cognitive, emotional, affective, social, bodily, ethical and religious dimensions and exercise the different cognitive styles.

### SCHOOL TIME

The Primary School operates Full Time: 40 hours per week, from Monday to Friday. The timetable is based on a five day week with 8 hours of daily teaching activities:

**C. Guasti School - admission: 8.25 am - exit: 4.25 pm**

**F. Filzi School - admission: 8.30 am - exit: 4.30 pm**

The **1<sup>st</sup>-2<sup>nd</sup>-3<sup>rd</sup> and 4<sup>th</sup> classes** are accommodated in the classrooms of the C. Guasti school.

The **5<sup>th</sup> classes** are housed in the **F. Filzi School** areas, annexed to the 1st grade secondary school of S. L. Mazzei, facilitating the continuity of the teaching initiatives.

In the hourly organization of the disciplines, aggregation in two fields (each assigned to one teacher) is planned where possible: the language field (Italian / English) and logical-scientific- mathematical field.

### TEACHING MATERIALS:

<i>Italian</i>	<i>Mathematics</i>	<i>Geography</i>	<i>Physical Education</i>	<i>Arte</i>
<i>English</i>	<i>Science</i>	<i>History</i>	<i>Technology</i>	<i>Music</i>

At the time of enrollment, parents can choose whether to avail of Catholic religion or an alternative teaching.

During the school day the various disciplines alternate with breaks structured with one short recreation periods around 10.30 and a longer one at lunchtime.

There are planned **outings and educational tours** in the city (museums, theaters, nature areas), for which parental authorization is necessary. The curricular activities are enriched by Projects (art, theatre, sport, environmental and health education, ...) which broaden the educational offer and are chosen by the teachers according to the needs of each class.

The school year is divided into **two quarters**, (January - June), which are preceded by assessments: teachers explain to the family the assessment report, which is viewable on the **electronic register** and can be accessed with the password provided by the Secretary. Here it is possible to check the attendance and grades of their children, the didactic activities carried out in class and homework that has been assigned. **Interviews** with families are scheduled twice a year. **Textbooks** are free and must be ordered in stationary shops with the coupon delivered by the town council.

Each class elects **a parent as the representative** for everyone participating in school life, maintaining the relationship between school and families and meets the team of teachers at the scheduled meetings.

The school has its **own rules**, which can be consulted on the Institute's website [www.marcopolo.prato.gov.it](http://www.marcopolo.prato.gov.it).

### SCHOOL SERVICES

Requests for the **canteen** and for **school transport** must be submitted to the Education Office of the town council. The **Pre/Post School service** may be paid on a family's request, which allows students to access the school one hour before the commencement of school lessons (7.30am) and to remain for an hour after their completion (17.30pm). The **Polopedibus** service provides accompaniment by foot for the students from the C. Guasti to F. Filzi school complexes.