

Welcome to the European School of Varese

Nursery and Primary Cycle

School Year 2026-2027



FOUNDING PRINCIPLES OF THE EUROPEAN SCHOOLS

« Educated side by side, untroubled from infancy by divisive prejudices, acquainted with all that is great and good in the different cultures, it will be borne in upon them as they mature that they belong together. Without ceasing to look to their own lands with love and pride, they will become in mind Europeans, schooled and ready to complete and consolidate the work of their fathers before them, to bring into being a united and thriving Europe»

Jean Monnet, 1953



**European School of
Varese**

Via Montello, 118, 21100
Varese VA, Italy

Dear Parents/Legal Guardians,

It is my great pleasure to welcome you to the 2026/27 school year at the European School of Varese.

Whether your family is joining our school community for the first time or has already been part of it for many years, we are delighted to accompany you throughout another exciting year of learning, growth and collaboration. We firmly believe that a strong partnership between school and families is essential to ensuring the well-being and success of every child.

This **Welcome Pack** has been prepared as a practical guide for all families in the Nursery and Primary cycles. It is intended for both new and returning parents, as it brings together the key organisational information, procedures and practical arrangements that shape everyday school life and are reviewed and updated annually.

The Welcome Pack is designed to complement the **Nursery and Primary Booklet**, which has already been published ([ESVA M/P brochure Booklet-ESVA_Version-07-2026.pdf](#)). While the Booklet introduces the distinctive educational and linguistic features of each language section at the European School of Varese, this Welcome Pack provides the common information relevant to all families, regardless of the language section attended by their child.

Within these pages you will find essential information on the organisation of the school year, including the mission and structure of the European Schools, key contacts, the school campus, transport, the start of the school year, parents' meetings, timetables, the school calendar, educational support, school policies and regulations, learning resources, ICT tools, attendance procedures, health and data protection, as well as the role of the parents' associations.

We warmly encourage you to read this document carefully and to consult the reference documents and web links included throughout the Welcome Pack. They provide more detailed information on specific topics and will help you become familiar with the procedures, services and regulations that support school life. We also encourage you to visit the Frequently Asked Questions (FAQ) section on the school website, where you

will find answers to many common questions and useful practical information to help you to better understand the EESS system: [FAQs – European School – European School of Varese](#) [FAQs – Preschool and Primary School – European School of Varese](#). We recommend keeping this guide readily available throughout the year and referring to it whenever needed.

Together with the regular communications sent through the School Management System (SMS) and the school's official communication channels, this Welcome Pack aims to provide you with reliable, up-to-date information and to strengthen the partnership between home and school.

Thank you for your continued trust, support and cooperation. On behalf of the entire Nursery and Primary team, I wish you and your children a successful, enriching and rewarding school year. We look forward to working together to ensure that every child enjoys a positive educational experience and feels welcomed, supported and inspired to reach their full potential.

Yours sincerely,

Antonella SELVAGGIO

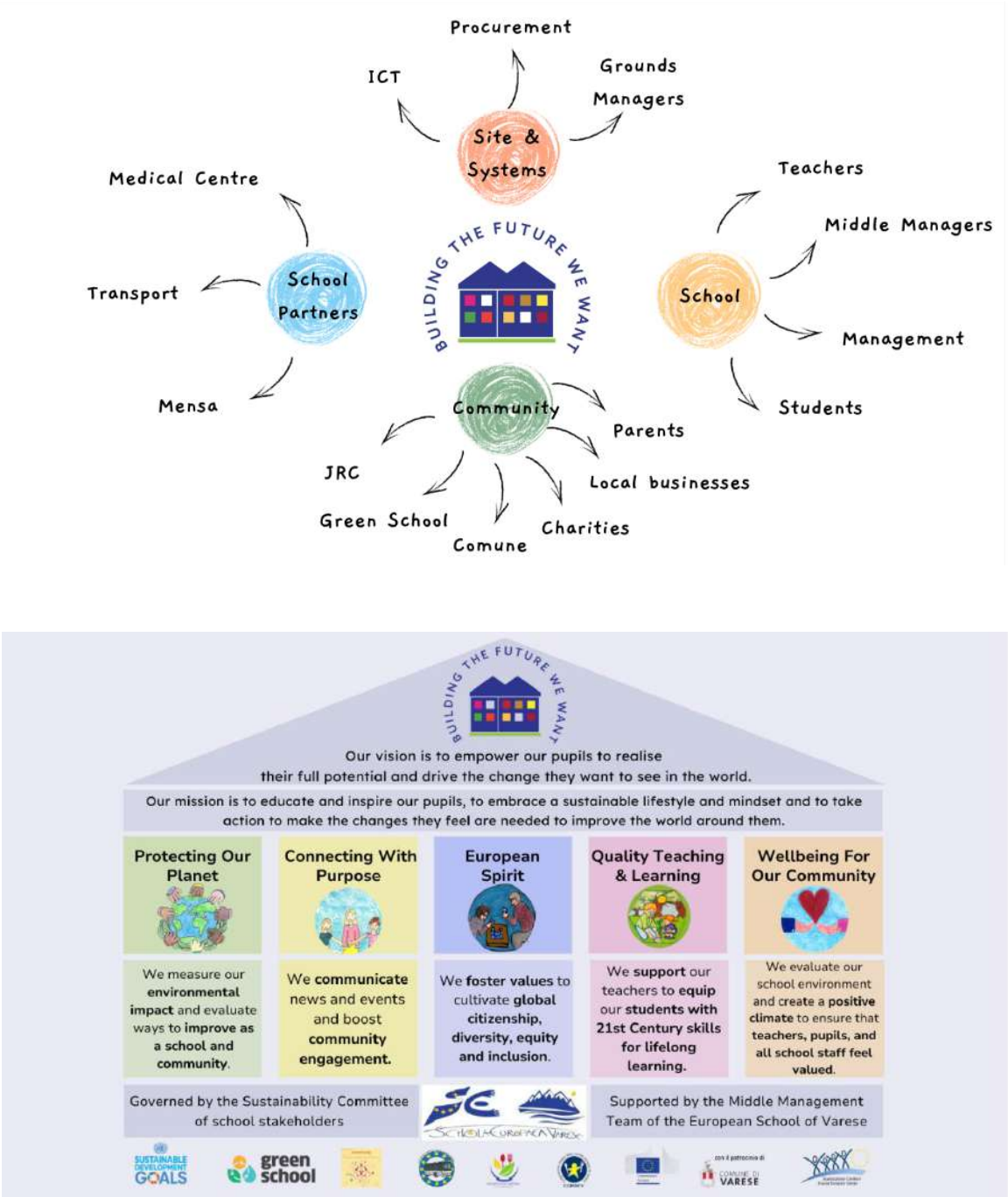
**Deputy Director Nursery and Primary Cycles
European School of Varese**

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Building the Future We Want:

The European School of Varese Multi-Annual Pedagogical Plan (MAPSP)



I. MISSION OF THE EUROPEAN SCHOOLS

The European Schools are official educational establishments controlled jointly by the governments of the Member States of the European Union.

They are legally regarded as public institutions in all of these countries.

The mission of the European Schools is to provide a multilingual and multicultural education for Nursery, Primary and Secondary level pupils. They are aimed primarily for children of staff of the European institutions.

There are currently 13 European Schools

Belgium

European School, Brussels I (Uccle + Berkendael): www.eeb1.com

European School, Brussels II (Woluwe + Evere): www.eeb2.eu

European School, Brussels III (Ixelles): www.eeb3.eu

European School, Brussels IV (Laeken): www.eeb4.be

European School, Mol: www.esmol.be

Germany

European School, Frankfurt: www.esffm.org

European School, Karlsruhe: www.es-karlsruhe.eu

European School, Munich: www.esmunich.de

Italy

European School, Varese: www.eurscva.eu

Luxembourg

European School, Luxembourg I (Kirchberg): www.euroschool.lu

European School, Luxembourg II (Mamer): www.eel2.eu

Netherlands

European School, Bergen N.H. (Petten): esbergen.eu

Spain

European School, Alicante: www.escuelaeuropea.org

In the European Schools website (www.eurasc.eu) you will find more information about the background and history of our school system, its principles and objectives.

OBJECTIVES OF THE EUROPEAN SCHOOLS:

- to give pupils confidence in their own cultural identity – fundamental for their development as European citizens;
- to provide a broad education of high quality, from Nursery level to university-entrance;
- to develop high standards in the mother tongue and in foreign languages;
- to develop mathematical and scientific skills throughout the whole period of schooling;
- to encourage a European and global perspective overall and particularly in the study of the human sciences;
- to encourage creativity in music and arts and an appreciation of all that is best in a common European artistic heritage;
- to develop physical skills and instil in pupils an appreciation of the need for healthy living through participation in sporting and recreational activities;
- to offer pupils professional guidance on their choice of subjects and on career/university decisions in the later years of the Secondary school;
- to foster tolerance, co-operation, communication and concern for others throughout the school community and beyond;
- to cultivate pupils' personal, social and academic development and to prepare them for the next stage of education.
- to provide Education for Sustainable Development with a cross-curriculum approach in line with European and international documents.

PEDAGOGICAL PRINCIPLES:

- Basic instruction is given in the official languages of the European Union. This principle allows the primacy of the pupil's mother tongue (L1) to be safeguarded.

- Consequently, each school comprises several language sections. The curricula and syllabuses (except in the case of mother tongue) are the same in all sections.
- The conscience and convictions of individuals are respected. Religious education or education in non-confessional ethics is an integral part of the curriculum.
- To foster the unity of the school and encourage genuine multi-cultural education, there is a strong emphasis on the learning, understanding and use of foreign languages. This is developed in a variety of ways.

II. SCHOOL STRUCTURE

CYCLE	LEVEL	AGE
N Nursery	N1+N2	4-5
P Primary	P1-P2-P3-P4-P5	6-10
S Secondary	S1-S7	11-18

LANGUAGE SECTIONS HOSTED IN OUR SCHOOL

DE German

EN English

FR French

IT Italian

NL Dutch (Because there are only a small number of Dutch children in the Nursery Cycle, they are placed in the English section. From P1 onwards, they follow their education entirely in Dutch, although they are assigned to the advanced L2 English group, together with SWALS pupils)

SWALS

Students Without a Language Section (SWALS)

In the European School system, all the national languages of the 27 EU countries are taught.

Pupils enrolled in a European School who does not have a language section corresponding to their mother tongue are enrolled in one of the existing language sections of the school.

In our school, SWALS are normally enrolled in the English, French, German. The language of the section becomes the pupil's L2.

When SWALS are enrolled in the Italian section, they must choose their L2 from the vehicular languages: English, French, or German.

National languages taught in our school: **BG - CS - DA - EL - ES - HR - LT - PL - PT - RO - SV - SL** (the only language currently taught online)

III. CONTACTS

MANAGEMENT AND ADMINISTRATION

You can reach the secretariats by phone

Monday, Tuesday and Thursday 8:30 – 12:30 & 14:00 – 16:00

Wednesday and Friday 8:30 – 13:00.

The Director and the Deputy Director can meet parents by appointment only.

Please, contact the respective secretariats.

Director

Ariane FARINELLE (until 31 August 2026)

Zdravka GRĐAN (starting 1 September 2026)

VAR-DIRECTOR@eursc.eu

Director secretariat

Ralph BEULKE ralph.beulke@eursc.eu

Phone: +39 0332 806 229

General Secretariat and Registration

Stefania DI FURIA stefania.di-furia@eursc.eu

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Deputy Director Finance and Administration

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Finance and administration secretariat

Deborah VENER deborah.vener@eursc.eu

Deputy Director for Nursery and Primary

Antonella SELVAGGIO VAR-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu

Nursery and Primary secretariat

Susanna CERNUSCHI susanna.cernuschi@eursc.eu

Phone: +39 0332 806 219

Assistant Deputy Director for Nursery and Primary

Nelly GASTINEAU VAR-ASSISTANT-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu

Key Coordinators for Nursery and Primary School

Pedagogical

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BTFWW

Joanne RIVERS-SCOTT joanne.rivers-scott@teacher.eursc.eu

Digital Learning

Joanne RIVERS-SCOTT joanne.rivers-scott@teacher.eursc.eu

Lea Christine BAR lea-christine.bar@teacher.eursc.eu

ESV Nursery and Primary Community

Daniela CARUGI daniela.carugi@teacher.eurisc.eu

European Spirit

Magdalena Maria KRASINSKA magdalena-maria.krasinska@teacher.eurisc.eu

Olga IRIMCIUC olga.irimciuc@teacher.eurisc.eu

Wellbeing

Vesna HASAN vesna.hasan@teacher.eurisc.eu

Educational support

Grace SHEEHAN grace.sheehan@teacher.eurisc.eu

Nursery

Emma Louise ÖHRN emma-louise.ohrn@teacher.eurisc.eu

Other Contacts:

Medical Service [Medical Service – European School of Varese](#)

Phone +39 0332 806211 VAR-MEDCENTRE@eurisc.eu

Chiara SARTORI chiara.sartori@eurisc.eu

Caterina VOLPI caterina.volpi@eurisc.eu

N/P Psychologist

Juliana Amy GUARRACINO juliana-amy.guarracino@eurisc.eu

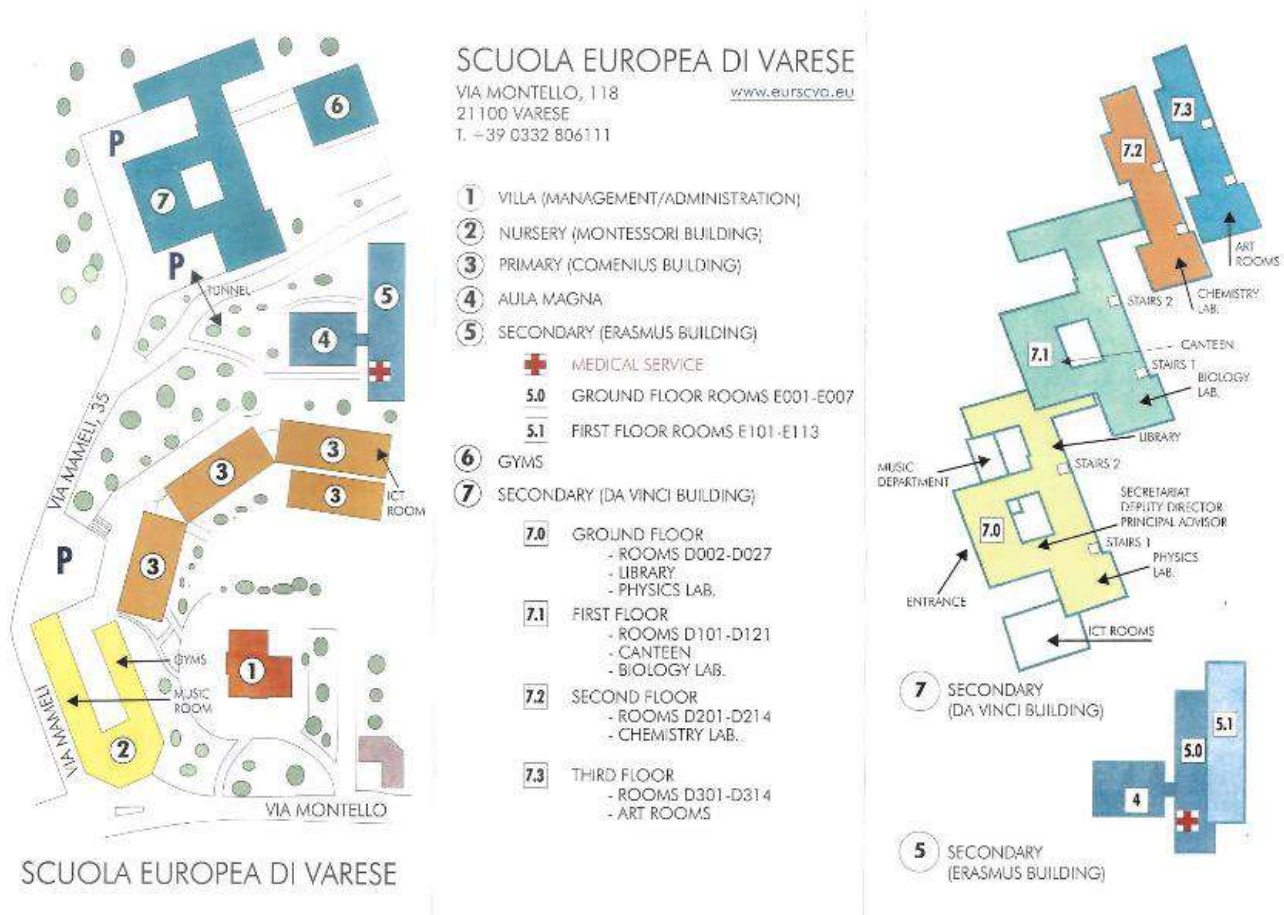
Library

Michela MARINELLO michela.marinello@edu.eurisc.eu

Data Protection Officer

Roberto BASILE VAR-DPO-CORRESPONDENT@eurisc.eu

IV. SCHOOL MAP



V. GETTING TO SCHOOL

Our school is accessible on foot, by bike, by public transports and by car.

PUBLIC TRANSPORTS

There is a bus stop in front of the school: **Scuola Europea – autobus H.**

When possible, **we strongly invite you to come to school using sustainable means of transportation and to avoid using the car.**

BY BIKE

Staff members can find dedicated spaces to keep their bicycle on the school premises.

PARKING

To ensure everyone's safety, we kindly ask you to **avoid leaving or parking vehicles directly in front of the school entrance.**

Parking is available on Via Montello, Via Mameli, and Via Romans-sur-Isère, from where you can easily **walk to the school gate.**

Please note that parking in the surrounding area is limited, especially during peak hours. We therefore strongly encourage the use of public transport, walking, or cycling whenever possible.

VI. FIRST WEEK OF SCHOOL

NURSERY & PRIMARY: ORGANISATION OF THE FIRST DAYS

Parents will receive an email with the name of their child's class teacher and classroom for the academic year 2026-27 by the week following the end of the academic year 2025-26.

Nursery

A detailed communication will be sent to families providing information about the first days of the new school year, including the staggered entry schedule.

Primary

Tuesday, 1st September 2026, 13:00-13:30 : only the NEW PARENTS of students enrolled in classes P2 - P3 - P4 - P5 are invited: school tour with the section coordinators.

ENTRANCE: MAIN GATE in Via Montello 118

MEETING POINT: under the sheltered area in the lower playground.

FIRST SCHOOL DAY: Wednesday 2nd September.

Access options:

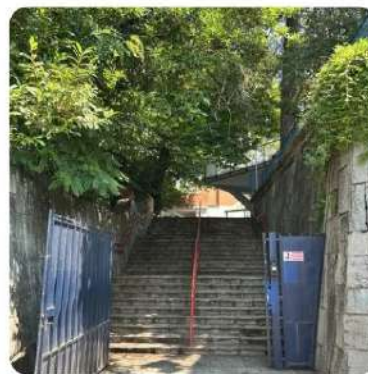
- **Nursery pupils** enter the school via the entrance located at Via Montello (corner of Via Mameli), using the **NURSERY GATE**
- **Primary pupils** enter the school via the entrance on Via Montello, through the **PEDESTRIAN GATE**.
- **Nursery and primary pupils arriving by bus** enter the school via the entrance on Via Mameli, where buses park upon arrival, through the **BLUE GATE**.



Nursery gate



Pedestrian gate



Blue gate

Primary school students entering through either the Pedestrian Gate or the Blue Gate follow the designated pathway leading directly to the sheltered waiting area, where morning supervisors are on duty. They remain under supervision until 8:35, when their class teachers arrive to collect their groups and accompany them into the school. Lessons start at 8:40.

Exit options:

- **Parents collecting their child** should wait outside the school on Via Montello, near the external Nursery Gate. Children will be handed over to their parents by staff in an orderly and supervised manner.
- **Pupils travelling home by bus** will be dismissed in line with the agreed transport arrangements, provided this has been previously communicated to the class teacher, the school, and COTSEV.

First week: short days

Start of the year activities and beginning of courses

02.09 WEDNESDAY



Main gate

First day back at school

Short day - no canteen

Entry time: 8.15-8.35

Exit time: 12:50 P1/P2; 12:55
P3/P4/P5

FIRST SCHOOL DAY FORT THE P1

CLASSES The 2nd September P1
pupils arrive at school shortly before
9:00 with only one parent.

ENTRANCE: Main gate Via Montello
118

**MEETING POINT: upper
playground** of the Primary School
9.30 "Welcome Ceremony"
10.30: parents leave the school
12.50: end of the school day

03.09 THURSDAY

Short day - no canteen

Start of the L2 courses for P2-P3-P4-
P5

04.09 FRIDAY	Short day - no canteen Start of the L1 SWALS courses
07.09 MONDAY	Normal classes Start of the L2 courses for P1 Start of Ethics /Religion courses Start of Italian courses & Attività Complementari for P3-P4-P5 Start of European Hours for P3-P4-P5

VII. PARENTS MEETINGS IN SEPTEMBER

NURSERY AND PRIMARY

Nursery and Primary parent-teacher meetings will take place in the classrooms. Lists will be displayed at the school entrance to guide parents to the appropriate rooms.

Entry will require a QR code; a link to access it will be sent in early September.

Nursery	Thursday 10th September 18.00 – 19.00 with L1 teachers (NO class teachers– SWALS teachers only) 19.00 - 20.00 with class teachers.
P1	Tuesday 15 September 2026 Provisional SCHEDULE • From 18:00 with L1 Swals teachers • From 18:30 to 20:30 with class teachers, L2 teachers, and Religion/Ethics teachers.
P2	Tuesday 15 September 2026 Provisional SCHEDULE • From 18:00 with L1 Swals teachers • From 18:30 to 20:30 with class teachers, L2 teachers, and Religion/Ethics teachers.

P3	Wednesday 16 September 2026 Provisional SCHEDULE • From 18:00 with L1 Swals teachers • From 18:30 to 20:30 with class teachers, L2 teachers, and Religion/Ethics teachers.
P4	Wednesday 16 September 2026 Provisional SCHEDULE • From 18:00 with L1 Swals teachers • From 18:30 to 20:30 with class teachers, L2 teachers, and Religion/Ethics teachers.
P5	Monday 21 September 2026 Provisional SCHEDULE • From 18:00 with L1 Swals teachers • From 18:30 to 20:30 with class teachers, L2 teachers, and Religion/Ethics teachers.

VIII. TIMETABLES

NURSERY SCHOOL – P1 – P2					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start	8:40				
End	12:55	16:10	12:55	16:10	12:55
P3 – P4 – P5					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start	8:40				
End	16:10		12:55	16:10	12:55

IX. 2026 – 2027 SCHOOL CALENDAR



Vacanze scolastiche (o giorni di chiusura)	
Assemblea Pleanaria del personale	1/9
1° giorno di scuola	2/9
Giornata pedagogica	5/10
Gara ciclistica	6/10
Ognissanti	dal 26/10 al 30/10
Immacolata Concezione	8/12
Natale	dal 23/12 al 6/1
Epifania	6/1
Carnevale	dal 8/2 al 12/2
Pasqua	dal 22/03 al 2/4
Vacanze di maggio	dal 17/5 al 21/5
Festa della Repubblica Italiana	2/6

	Settembre					Ottobre					Novembre					
Lunedì		7	14	21	28		5	12	19	26		2	9	16	23	30
Martedì	1	8	15	22	29		6	13	20	27		3	10	17	24	
Mercoledì	2	9	16	23	30		7	14	21	28		4	11	18	25	
Giovedì	3	10	17	24		1	8	15	22	29		5	12	19	26	
Venerdì	4	11	18	25		2	9	16	23	30		6	13	20	27	
Sabato	5	12	19	26		3	10	17	24	31		7	14	21	28	
Domenica	6	13	20	27		4	11	18	25		1	8	15	22	29	
	Dicembre					Gennaio					Febbraio					
Lunedì		7	14	21	28		4	11	18	25	1	8	15	22		
Martedì	1	8	15	22	29		5	12	19	26	2	9	16	23		
Mercoledì	2	9	16	23	30		6	13	20	27	3	10	17	24		
Giovedì	3	10	17	24	31		7	14	21	28	4	11	18	25		
Venerdì	4	11	18	25		1	8	15	22	29	5	12	19	26		
Sabato	5	12	19	26		2	9	16	23	30	6	13	20	27		
Domenica	6	13	20	27		3	10	17	24	31	7	14	21	28		
	Marzo					Aprile					Maggio					
Lunedì	1	8	15	22	29		5	12	19	26		3	10	17	24	31
Martedì	2	9	16	23	30		6	13	20	27		4	11	18	25	
Mercoledì	3	10	17	24	31		7	14	21	28		5	12	19	26	
Giovedì	4	11	18	25		1	8	15	22	29		6	13	20	27	
Venerdì	5	12	19	26		2	9	16	23	30		7	14	21	28	
Sabato	6	13	20	27		3	10	17	24		1	8	15	22	29	
Domenica	7	14	21	28		4	11	18	25		2	9	16	23	30	
	Giune					July					August					
Lunedì		7	14	21	28		5	12	19	26		2	9	16	23	30
Martedì	1	8	15	22	29		6	13	20	27		3	10	17	24	31
Mercoledì	2	9	16	23	30		7	14	21	28		4	11	18	25	
Giovedì	3	10	17	24		1	8	15	22	29		5	12	19	26	
Venerdì	4	11	18	25		2	9	16	23	30		6	13	20	27	
Sabato	5	12	19	26		3	10	17	24	31		7	14	21	28	
Domenica	6	13	20	27		4	11	18	25		1	8	15	22	29	

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The school calendar is approved by the Administrative Board.

The **Pedagogical day** will take place on **Monday, 5 October 2026**.

Pupils will not attend school on that day.

The **Oral report** day will take place on **Thursday, 5 November 2026**.

There is no school for Nursery and Primary on this day.

The **Christmas Concert** will take place **in December**, before the Christmas holidays.

The **Christmas Market** will take place on **Thursday, 17 December 2026**. A QR code will be required to access the school. A link will be sent out in early December.

The **Europe Day** will take place on **Friday, 7 May 2027**. A QR code will be required to access the school. A link will be sent out by the end of April.

X. BUS BADGE

BADGE FOR NURSERY AND PRIMARY PUPILS

As from the first day, parents of pupils of the Nursery and Primary schools will receive a label, which mentions the child's name, full address, parent's phone number and the bus number to take (specifying also the days using the bus service). Please, make sure that this label is securely attached to your child's schoolbag.

XI. GENERAL INFORMATION

1. SCHOOL REGULATIONS AND SYLLABUS – NURSERY and PRIMARY SCHOOLS

The General Rules and the syllabuses of the European Schools are available in the European Schools' website www.eursec.eu.

ESV internal regulations/Policies are available in our website:

1. [Internal Regulations/Policies Nursery and Primary Schools](#) please consult all the documents: Antibullying; Homework; Student absences; Child protection; Mental health; Good-behaviour; Smartphone; Temporary exemption from swimming lessons; support for gifted and talented.

In the last couple of years, we have placed particular emphasis on the **Good Behaviour Policy** and on respect for the Golden Rules, for which we kindly ask for the continued support and cooperation of families.

The Good Behaviour Policy is part of ES Varese Well-being Strategy which is based on the European School document *Pupil's Well-being Policy Framework of the European Schools (Ref.: 2022-01-D-en-2)*. Our Good Behaviour Policy has been developed with the aim of providing comprehensive set of support for pupils, teachers, parents, and all staff who wish to promote the desired and acceptable behaviour of the pupils in the school and clarifying the measures in place to guide pupils in achieving these goals.

School Diary: contains key school regulations and outlines the rules that must be respected within the school environment. In particular, it provides guidance on behaviour in the morning during the waiting time before lessons begin, as well as

during breaks. From this year, we have also included dedicated pages on the Golden Rules within the school diary to further support pupils in understanding, developing, and consistently reinforcing appropriate behaviour.

The school diary also serves as an important communication tool between teachers and parents/legal guardians.

2. [Available Documents – European School of Varese](#) where you can find the **Communication Policy**: this must be consulted whenever concerns regarding your child arise, in order to ensure that the correct communication steps are followed. If concerns involve a group of pupils, even if not the majority, class representatives are responsible for implementing the Communication Policy.

2. EDUCATIONAL SUPPORT AND INCLUSIVE EDUCATION

The European Schools recognise that every pupil learns in a unique way and that some may require additional support or, at times, further challenge throughout their schooling.

To this end, the European Schools promote access to learning by fostering accessible and flexible learning environments, and by employing a wide range of teaching approaches and educational materials in the classroom.

Where necessary, personalised support is provided through reasonable accommodations and targeted support measures designed to meet pupils' individual needs and to promote a successful and increasingly autonomous learning journey.

A range of forms and levels of support is available to ensure appropriate assistance and equal opportunities for all pupils, including those with special educational needs, those who may encounter difficulties at any stage of their schooling, and those who are gifted, enabling each of them to develop and progress in line with their full potential. Please visit our website for detailed information. [Educational Support – Nursery and Primary School Cycle](#)

3. SCHOOL TRIPS

School trips are an important part of the teaching and educational programme.

The school trip must be considered a school activity in every respect. For insurance reasons, all pupils must leave from school and return to school on the designated bus service.

For pupils in the Nursery and in P1 and P2, only half-school day or full-school day trips are organised.

Residential trips are also planned for pupils in P3, P4 and P5:

- P3 - 2 or 3 days
- P4 - 4 days
- P5 - 5 days

The “Policy on Residential School Trips Support for Pupils with Significant Educational Needs” can be consulted on our website. [Residential-Trips-for-Children-with-significant-educational-needs-POLICY.pdf](#)

4. EUROPEAN HOURS

The European Schools introduced European Hours as a program to promote European identity, intercultural understanding, and collaboration among students.

Lessons: Groups have one 90-minute lesson per week in P3, P4, and P5.

European Hours involve students from different language sections working together on projects, using their second language (L2) to communicate and/or the host country language (Italian).

The program aims to develop a sense of European identity, intercultural awareness, and a spirit of collaboration. On our website you can find all the projects offered throughout each period, together with a brief description of their objectives; the name of the teacher in charge and their email address for direct contact. You will also find information explaining the difference between year-long courses and projects that take place on a rotating basis during the school year.

Here is the link: [EUROPEAN HOURS – Nursery and Primary School Cycle](#)

5. ITALIAN LANGUAGE COURSES FOR NON-ITALIAN-SPEAKING PRIMARY SCHOOL STUDENTS IN P3-P4-P5

Italian language teaching in the Primary cycle at the European School of Varese is offered to pupils not enrolled in the Italian section in classes P3, P4, and P5. It provides a structured introduction to the Italian language and culture within an international and multicultural context.

The programme consists of a weekly 45-minute lesson designed to progressively develop pupils' communication skills.

For further information, please refer to the website:

[Italian language course for non-Italian speaking primary school students – classes P3-P4-P5 – Nursery and Primary School Cycle](#)

6. DISSEMINATION OF INFORMATION

The **website** is regularly updated and should therefore be consulted on a regular basis. For events and school activities, **the WebCalendar** is an excellent source of information: [WebCalendar Scuola Europea di Varese](#)

The SMS (School Management System) and email are the main communication channels used by the school to share information with families regarding events and school-related updates, including school trips, and teacher absences (only when exceeding two consecutive days and, in any case, only upon receipt of a medical certificate).

For the sharing of updates from your side, in the event of any changes to your phone number and/or email address, please inform the school by sending an email to Susanna Cernuschi susanna.cernuschi@eursc.eu

7. SCHOOL DIARY/AGENDA

In Nursery and Primary your child will receive a school agenda at the beginning of the school year. From the first school day, please indicate the name of the child, name of parents, address and useful phone numbers. The agenda is a very important working and communication tool and it must be carefully kept up-to-date. It serves to note homework but also acts as a means of communication between teachers and parents.

If the agenda is lost, a new agenda can be purchased from the Nursery and Primary School secretariat.

8. MATERIALS AND BOOKS - PRIMARY SCHOOL

At the end of each school year, teachers prepare the list of books and materials required in preparation for the following academic year.

The lists for the 2026–27 academic year have already been published on our website:

[Book List 26/27 – Preschool and Primary School Cycle](#) [Materials List 26/27 – Maternal and Primary Cycle](#)

9. ICT TOOLS

As part of the **Education and Training 2020** framework, the European Commission adopted the **Digital Education Action Plan**, which promotes the purposeful, effective, and innovative use of digital technologies in education. One of its key priorities is the development of the digital competences and skills needed to thrive in an increasingly digital world. Alongside literacy and numeracy, digital competence is recognised as a fundamental skill for lifelong learning.

In line with these objectives, the European School of Varese is committed to strengthening digital education and fostering the responsible and effective use of technology across the curriculum.

Our key priorities are:

- Enhancing the use of digital technologies to support teaching, learning, and collaboration with families.
- Developing pupils' digital competences to promote engagement and academic success across the European curriculum, with particular emphasis on STEM subjects (Science, Technology, Engineering and Mathematics).
- Promoting the safe, responsible, and ethical use of digital technologies and ICT resources.

To ensure the protection of pupils' personal data, all digital learning tools used by the school are reviewed by the School's Data Protection Officer (DPO) for compliance with the **General Data Protection Regulation (GDPR)**.

Further information is available on our website, including the **Charter for the Use of IT Resources and Devices by Pupils of the European School of Varese** and the **Digital Good Practices for Students**.

[ESV ICT CHARTER](#)

[Digital Good Practices](#)

[ESV-Smartphone-policy-EN-September25.pdf](#)

[Staying safe and happy online](#)

10. SCHOOL PSYCHOLOGY SERVICE

The School Psychology Service supports students, families, and teachers by promoting students' well-being, personal growth, and academic success. Through counselling, prevention projects, and collaboration with the school community, the team helps students develop emotional, social, and personal skills in a positive and inclusive environment.

For more information, visit: [School Psychology Service – Nursery and Primary School Cycle](#)

11. ACCESS TO SMS – SCHOOL MANAGEMENT SYSTEM

The **School Management System (SMS)** is the school's online platform, providing parents and legal guardians with secure access to a range of information relating to their child(ren), including timetables, attendance records (covering the previous 15 days), teachers' email addresses, school reports, messages and announcements, and personal data.

Before the start of the school year, all new families will receive an email containing the instructions required to activate their SMS account. Using the login credentials provided, parents will be able to access their child(ren)'s profile, timetable, and all relevant school information available through the platform.

12. L1/L2/32SUBJECT CHANGES – PRIMARY SCHOOL

The determination of L1 at the time of the child's enrolment is definitive, in principle. A change of L1 may only be authorized by the Director for compelling pedagogical reasons, as established by the Class Council and on the initiative of one of its members (Article 47e) of the General Rules).

When a change of L2 is requested, careful consideration must be given to the role of L2 as a medium of teaching other subjects.

Changes of L1 and L2 are exceptional. (*Ref.: Language Policy of the European Schools 2019-01-D-35-en-9*)

Any request for a change of language must be fully justified and submitted in writing to the Deputy Director of the Nursery and Primary Cycle at: VAR-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu

Requests relating to Ethics or Religion

Requests to change between Ethics and Religion must be submitted:

- **by the end of the current school year** for pupils in the Italian section who benefit from the Italian textbook voucher scheme;

- **by the end of September** for pupils in all other language sections.

Approved requests will take effect from the beginning of the following school year.

13. LIBRARY

The Nursery and Primary Library, located beneath the covered area of the Comenius Building, offers an extensive collection of books that is enriched each year with new publications.

Each class follows a dedicated timetable for library visits, reading activities, and the book lending service, encouraging pupils to develop a lifelong enjoyment of reading.

Parents and legal guardians are kindly asked to ensure that all borrowed books are returned on time, with particular attention to books borrowed during the final term of the school year.

For further information, please visit: [Library – Nursery and Primary School Cycle](#)

XII. REGULAR ATTENDANCE TO LESSONS

Regular attendance is essential to pupils' learning and wellbeing. All pupils are expected to attend school regularly in accordance with the annual school calendar and the weekly timetable provided at the beginning of each school year.

Regular attendance means that a pupil's absences should not exceed 10% of the total school days, i.e. a maximum of 18 days per school year.

The European School Regulations distinguish between **absences on personal grounds** and **absences on sick grounds**.

For detailed information regarding attendance requirements and authorised absences, please refer to **Article 30 of the General Regulations of the European Schools** [2014-03-D-14-en-17.pdf](#) . Please also be aware of the internal guidelines, which we kindly ask you to respect and comply with: [ESV Regulation - absences](#)

If your child feels unwell during the school day, the School Nurse will assess their condition. If it is considered necessary for the pupil to return home, parents/legal guardians will be contacted by the school nurse to obtain their authorisation. Nursery and Primary pupils may leave the school premises only when collected by a parent, legal guardian, or another person previously authorised by the family.

XIII. PUPIL'S ABSENCES

If a pupil is unable to attend school due to illness, parents/legal guardians must inform the school following the procedures below.

Please send an email to VAR-ASSENZE-MP@eursc.eu and copy the class teacher and/or the teacher of the first period.

In the case of absence due to illness, no medical certificate is required upon the pupil's return to school; however, a reason must be provided for every absence.

The School, through its Medical Service, reserves the right to request a medical certificate confirming illness in cases of absences exceeding: **3 days for the Nursery cycle** and **5 days for the Primary cycle**.

For privacy reasons, any medical documentation must be sent exclusively to the Medical Service VAR-MEDCENTRE@eursc.eu, in accordance with the procedures indicated above.

XIV. HEALTH and SCHOOL INFIRMARY ROLE

The role of the School Infirmary is to provide first aid in the event of accidents or illnesses that may occur during the school day.

If your child visits the Infirmary, you will be informed immediately by the nurse on duty should their condition require your attention. If you are not contacted, this means that your child is considered fit to remain in class.

The Infirmary is located on the ground floor of the Erasmus Building, near the Aula Magna.

If your child has a severe allergy, parents/legal guardians must inform both the class teacher and the Medical Service. A personalised medical protocol will then be put in place, including the necessary authorisations from parents/legal guardians for the administration of emergency, life-saving medication.

The School Medical Service is responsible for monitoring pupils' health and carries out preventive developmental screening aimed at the early detection of potential health issues. This includes monitoring physical and pubertal development and may involve a physical examination of the pupil, including their private parts.

Families who do not wish their child to participate in this service are kindly requested to inform the Medical Service in writing and to provide an annual health report completed by their trusted physician, using the standard form available on the school website.

Important notice: In the event that your child is affected by an infectious illness or has head lice, please inform the Medical Service.

If you are informed of a case of pediculosis (head lice) in your child's class, please follow the instructions provided **carefully and without delay** in order to prevent recurrence.

telephone: 0332806211- email: VAR-MEDCENTRE@eursc.eu

All relevant documents are available on the dedicated page of the school website: [Medical Service – European School of Varese](#)

XV. DATA PROTECTION

The School is committed to complying with data protection legislation, in particular the General Data Protection Regulation (GDPR).

The School has adopted a Privacy Statement and appointed a Data Protection Officer.

All relevant information is available on the School's website under "Data Protection" at the following link: [Data Protection at the European School of Varese – European School of Varese](#)

Please note that parents of newly enrolled pupils are required to complete the consent form for the use of photographs and/or video recordings via SMS. To do so, please log in to your parental SMS account, where you will first be presented with an information notice outlining the conditions under which the School may take photographs or make recordings of your child(ren). Once you have read and accepted the terms, you will be directed to the consent form to provide your authorisation.

If this form is not completed, the teaching staff will be required to exclude your child(ren) from photographs and video recordings or to blur their image during school activities.

For any questions regarding the privacy policy or the processing of your child(ren)'s personal data, please contact the School's Data Protection Officer, Mr Roberto Basile, at the following address: VAR-DPO-CORRESPONDENT@eursc.eu

XVI. AGSEV - Associazione Genitori Scuola Europea di Varese

Each European school has its own parents' association.

AGSEV deals with many actions linked to school life and meant to build school community:

- has an institutional role in line with the provisions set out in the Regulations of the European Schools;
- participates in school projects and events, and support initiatives;
- meets regularly with school management and provide feedback to the school;
- runs **extracurricular activities** [Extracurricular Activities - At School - AGSEV](#)
- uses informal channels for the dissemination of information relating to the school in order to ensure the widest possible circulation, including beyond the group of members formally belonging to the association.

All the information regarding their collaboration and contact details are available on their website. [Main Home - AGSEV](#)

For any queries related to their role, actions and services they run, please contact AGSEV directly.

XVII. COMSEV

The **Canteen Cooperative** of the **European School of Varese (COMSEV)** was created on 19 December 2006 by 11 founding members (parents and school staff) and has been responsible for managing the European School Canteen since 1 September 2008.

[Canteen Cooperative – European School of Varese](#)

All the information regarding this service and contact details are available on their website. [Cooperativa Mensa](#)

XVIII. COTSEV

The pupils' parents have set up a cooperative (**COTSEV**) to provide a safe and dedicated **school transport service** covering a vast area of the Province. All the information regarding this service and contact details are available on the school website [Transport Service](#) and on their website [Cooperativa Trasporti Alunni S.E.V.](#)



Let's keep growing together

School Year 2026-2027

