



**MINISTERO DELL'ISTRUZIONE DELL'UNIVERSITA' E DELLA RICERCA
ISTITUTO COMPRENSIVO DI MARTINENGO**

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Welcome letter to the parents of new students

Dear Mr and Mrs,

The school and the Intercultural Commission welcome you and your child/children _____ (Surname and Name) to our institute.

We would like to give you some information about the integration of _____ into our school community.

1. _____ will attend a class correspondent to his/her age or a class established on the basis of his/her previous school attendance, according to the documents you give the school.

2. You will have to fill in a document with information about your child, your family and his/her previous studies. A teacher will help you. The teacher is called “docente prevalente” in primary school and “coordinatore” in middle school.

3. Your child will have to take some tests. These help us understand what he/she has already studied.

4. At the end of an initial observation period, your child’s teachers will write a document called “PDP”, which is a personalized teaching plan designed to help your child. We will ask you, the parents, to sign this document.

5. Ms. Gabriella Gancitano is the teacher in charge of the Intercultural Commission. Please contact her on this telephone number 0363/987092 to make an appointment, if you need any assistance.

Kind regards,

The Headteacher