

School Advisory Board Meeting
Accredited Italian Embassy School in Beijing
Monday 8 June 2020
From 4:45 p.m. to 6:30 p.m.

Participants, via ZOOM:

- School Holder & President, Franco Cutrupia
- School Treasurer, Sergio Bertasi
- School Administrator, Giulia Ziggiotti
- Educational Coordinator, Annalisa Torrero
- Teachers' Representative (Kindergarten), Celeste Grassi
- Teachers' Representative (Primary), Marco Pasciuti
- Parents' Representative, Paola Caciolli
- Parents' Representative, Valentina Liberatore

The President opens the meeting at 4:45 p.m..

A) Introduction by the President

1) Update on the situation of the school (children and staff)

• Children:

Of the 83 children enrolled and attending school, 48 are in Beijing and 35 abroad.

• Employees:

Of the 26 employees of the School, 22 are in Beijing and 4 abroad.

Everyone is in good health.

2) Health aspects

• For the reopening, the School has prepared the hygiene and safety protocol in collaboration with the Beijing Families Hospital (BFH), implementing all the provisions received by the Beijing Municipal Education Commission.

• With BHF, the school has also already renewed the existing health care agreement for the next school year by extending the presence of the nurse in the school to all school hours.

3) Agreement with Cambridge International for partnership for our Primary School

We are proceeding. The approval visit will take place remotely ("Remote School Approval Visit") on Wednesday 17th June. We expect the process to be finalised in time to be implemented starting from the 20-21 school year.

Choosing the Cambridge Curriculum:

- Strengthens the teaching of the disciplines Mathematics, Sciences, ICT, Digital Literacy, Physical Education, Music and Global Perspective, and becomes a pillar
- in our bilingualism - parallel to the pillar of education of the Italian curriculum in the subjects Italian - History - Geography - Citizenship and Constitution;
- Accompanies the pupils of the primary "in continuity" for the entrance to the first

grade secondary school;

- By requesting careful and scrupulous screening by Cambridge examiners, it is an opportunity for the school's self-assessment and improvement plan, as well as proof of the quality of teaching offered for families.

4) Updated Statute of the School

The text (with English translation) of the updated statute of the School was sent to all the members of the School Advisory Board on Friday and will be adopted as soon as the favorable opinion of the Head of Consular Office, School Superintendent is received.

Such revision was necessary before sharing the Statute with Cambridge International because it had to be adapted to:

- the new situation following the obtaining of the "Accreditation" status (1 September 2016); and
- the changes already implemented in our organizational structure since the beginning of the 2019-20 school year, following to the departure from Beijing of Mariassunta Peci who, in the first four years, had been present in the school every day full time, acting - although not receiving any remuneration - as didactic leader and family consultant.

The substance of the text - underlines the President - remains unchanged and the new formulation (adhering to the currently existing situation) does not involve changes in the administration of the School. Here are the changes:

- a) Linguistic simplifications and text simplifications of articles 1.1 - 1.8 concerning the "values" which inspire the School (which, it is repeated, remain unchanged), to make them more readily intelligible.
- b) The figure of the **School Administrator** has been introduced (art. 5): head of the staff of the School, representative of the School Holder and responsible for the ordinary administration as well as for extraordinary administrative acts which, from time to time, in compliance with the Law, the School Holder might delegate to him/her. This is the position currently held by Giulia Ziggotti: the responsibilities are those which she has been assigned since the beginning of September 2019.
- c) The "Management Board" has been more appropriately named as "School Advisory Board". This is fully in line with the "MAE-MIUR Decree 4716", which attributes all management powers and responsibilities to the School Holder. Said decree actually neither provides for said Board nor requires to adopt a Statute of the School.
- d) In compliance with the instructions received from the Embassy of Italy in the P.R.C., the members of the Board are required to be resident in Beijing.

There are neither objections nor requests for clarification from the members of the School Advisory Board, who declare to be in favor of adopting the new text. It will be therefore adopted as soon as the favorable opinion of the School Superintendent of the Embassy of Italy in the P.R.C. is received.

B) Reopening of the School: inspection of the school premises and approval for the reopening

The Administrator informs as follows.

There are three issues concerning the reopening of the school:

1. Inspection of school premises,
2. School return date for pupils, according to students' date of birth; and
3. Nucleic acid test and pupil temperature control.

1. Inspection of school premises

The School follows the provisions of the Chaoyang Education Commission. The provisions of the Beijing Education Commission vary - indeed - from district to district.

The inspection is carried out by a technical team. The members are from different institutions. For example, in addition to the Chaoyang Education Commission, the Chaoyang Center for Disease Control and Prevention.

The inspection - of the school premises and a list of documents - is aimed at issuing the approval for the reopening. Separate inspections are planned for various school levels, therefore, in the case of our school, an inspection for primary and one for kindergarten shall be carried out. The necessary preparations of the two inspections are different as the age of the children and the educational activities are taken into due consideration

The inspection for the reopening of the primary school took place on Wednesday 27 May. The School passed the inspection and received the approval for the reopening.

The inspection however found that the use of the kitchen to prepare meals is not permitted from now on, as new and more stringent provisions have been issued following COVID-19.

Therefore:

a) we will not be able to resume the canteen service and - as per the minutes of the School Advisory Board meeting held on 21 04 2020 - **credit notes will be issued by June relating to the months of May and June (overall RMB2,364.00 per child for both months),**

b) As for the 20-21 school year, we will examine the situation within the next few days and consequently we will also make decisions relating to the renewal of contracts for employees of the kitchen (such contracts expire on 30 June 2020). The most immediate solution for the next school year seems to be to resort to an external catering service (in this case, of course, the amount of the lunch fees will also be revised).

We are still waiting for official communication about the date of the inspection aimed at the reopening of the kindergarten.

2. School return date for pupils

The Commission defines the date of return to class for pupils on the basis of their date of birth.

Today, Monday 8 June, students born between 1st September 2007 and 31st August 2010 resumed class lessons.

On the other hand, the dates of return to school for the pupils of the other sections of primary school and kindergarten are still pending.

On Friday 5 June, the school informed the families that the authorities had started preparing for the return to school of the other grades of the primary. In this regard, we have been informed that, while a new inspection visit to the school premises will not be necessary, it is instead mandatory for all schools to promptly communicate the list of pupils expected to return to school.

The school has already shared the hygiene and safety protocol drawn up in collaboration with the Beijing Families Hospital (BFH), which follows all the instructions received from the Commission, with the families of pupils of 1 to 4 grades.

The Commission stresses that in China - as indeed in Italy - kindergarten, unlike primary school, is not part of compulsory education. Therefore, the return to school, is compulsory for primary school pupils, while it is parents' free choice for kindergarten pupils.

3. Nucleic acid test and pupil temperature control (normal temperature below 37.2)

Nucleic acid test

In order to be able to return to school safely, all pupils must have taken the nucleic acid test (hospital / day / hour communicated by the Commission to each school). However, if pupils and their families meet some "requirements" set by the Commission, they can be exempted from the test. In this case a guarantee letter – having legal value – signed both by the pupil and the family is required.

(Please refer to our e-mail message dated 22 May 2020, ref. the Reopening of Campus (Primary Grade 5 and Kindergarten), "... The School will cover the cost of the nucleic test for each student taking the test in the government-recommended hospital").

Temperature

All families must record the temperature of the pupils, twice a day, on the "Student's health status record" form, already shared by the school. The form must be delivered upon return to school. From the date of return, the record of the temperature is required four times a day: before leaving home, before entering school, before lunch, and in the evening. Parents must inform the reference teacher daily of the temperature taken in the evening and in the morning. Teachers will report those together with the two other taken during the school hours.

As per the Treasurer's suggestion, it is agreed that the school will prepare a form, to be filled in and signed daily, for parents to communicate the temperature of their children to the school.

C) Recovery of class lessons not carried out following the closure of the school.

The Administrator reminds that the School has already stated several times that it will implement this make-up and reconfirms that the teachers are all in agreement and available in this regard.

She refers to the previous School Advisory Board Meeting (held on April 21st) and relevant School's commitment to

- *Continue, until the school can resume lessons in the classroom, home learning for all pupils and then only for those pupils who have not been able to return to Beijing;*
- *Agree with the parents' representatives on the ways and times of the extension of the lessons in the summer, assuming that this is made possible by the provisions of the Chinese Authorities and in any case bearing in mind the need for the teaching staff to prepare for the next school year;*

- *If this is not made possible, lesson recoveries will be agreed in the following year;*
- *agreed on a support program for the children of the primary fifth class.*

Now, after consultations with the teachers, following arrangements are proposed:

Kindergarten

As mentioned, we are awaiting the inspection and the reopening date of the kindergarten is not yet known.

From the reopening date until Friday 26 June: both classroom and home learning lessons.

In the new school year, 2020-21, extension of the school day by one hour three days a week until November 30th.

Primary

After completing the curriculum, we propose a week of voluntary activity (registration required) from 22 to 26 June.

Besides we propose a one-hour-a-week class extension to be language focused for each language (Chinese, English, Italian) from the 2020-21 school year start Through November 30th 2020.

The Kindergarten Coordinator and the Educational Coordinator confirm the above-mentioned arrangements and provide relevant additional details as follows.

Kindergarten Coordinator (Celeste Grassi)

From the reopening date to Friday 26 June, both classroom and home learning lessons.

The timetable for children returning to school will be from 9 to 12 with a staggered entrance from 8:30. A snack will be provided, no lunch (no nap at the school).

Make-up in the school year 2020-21

The school and all its staff are committed to offering families an extension of one hour (15: 30-16: 30) of the school day for three days a week and until November 30.

During this additional afternoon hour, teachers will offer children activities that lead them to establish positive social relationship through group games, workshops and themed assemblies.

Extra-curricular activities are maintained and will be scheduled to allow families, if interested, to enroll children.

Educational Coordinator (Annalisa Torrero)

Primary teachers completed the curriculum according to the school calendar.

From 22 to 26 June, a week of activities and enhancements is proposed. The week is not mandatory, and registration is required:

- 1) Classes 1-2-3-4: online, workshop activity + environment project;
- 2) Classes 5: strengthening of English and mathematics in class (Sebastian online).

For the new school year 20-21

The school and all its staff are committed to offering families an extension of the school classes by one hour for each language from 3:30 p.m. to 4:30 p.m. (English, Chinese and Italian), in accordance with needs and registrations, until November.

Extra-curricular activities are maintained and will be scheduled to allow families, if interested, to enroll children.

In response to the parents' representative Paola Caciolli, the School will do everything possible to organize, as soon as it is allowed, a physical meeting for the end of the school year.

D) AoB

School's answers to parents' questions received in English on Thursday 4 June.

Kindergarten

1. Specify the school rank for education commission inspection timeline (private or int)?

International School.

2. Is the school a private kindergarten, an international or an unlicensed one according to the Commission?

International School.

3. Why the German School is preparing for opening on June 8th and our school not?

This statement is not actually true!

Our primary grade 5 has re-opened this morning. And we have submitted the application for the inspection visit to be granted the Kindergarten re-opening permit. We now are still waiting for the date of said inspection visit.

4. The criteria for the exemption of nucleid acid test mentioned in the previous mail are different from the ones in the last mail, before the test was mandatory for every student who left Beijing after Jan 23th, now it changed into "recently". What is the real standard?

There are no 'definitive standards', or better requirements. Such requirements are updated from time to time as the Beijing Education Commission and relevant education and health authorities revise the requirements and related procedures according to their evaluation of the epidemic situation.

We can expect such requirements to change in the future, and the ones of the kindergarten to differ from the ones of the primary.

5. The full Chaoyang notice is asked, not only the excerpt.

We enclose it.

6. The steps from opening 8th June to apply for inspection from 8th of June. It's missing this bit of information in between mails. If for kindergarten we need consider apart the test a previous period of temperature checks.

The question is not very clear. We guess it refers to the steps relevant to the reopening. We inform of the process as follows:

SCHOOL

Application for the inspection → Confirmation of the inspection and date → Inspection → Reopening

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FAMILIES

14-day temperature check recorded on the Students Health Check Record / nucleic acid test in designated hospital according to time slot communicated by the Beijing Education Commission to the School or (if applicable) Guarantee Form (Chinese version)

7. If makeup classes are to be held once school reopens, would these be continuous to the reopening or intermixed with a "break"? If a "break", what is the purpose for the break?

We make reference to the previous School Advisory Board Meeting (held on April 21st) and relevant resolutions:

- *Continue, until the school can resume lessons in the classroom, home learning for all pupils and then only for those pupils who have not been able to return to Beijing;*

- *Agree with the parents' representatives on the ways and times of the extension of the lessons in the summer, assuming that this is made possible by the provisions of the Chinese Authorities and in any case bearing in mind the need for the teaching staff to prepare for the next school year; If this is not made possible, lesson recoveries will be agreed in the following year.*

The representative of the parents Paola Cacioli points out that it is necessary that the pupils of the fifth grade of primary school are taught English and mathematics reinforcement lessons for the transition to first grade secondary school. The Teaching Coordinator Annalisa Torrero confirms and reports that the teachers have already agreed on a support program for the children of the fifth class.

There would be a break which is – as we already said – necessary for the teaching staff to make the necessary preparations for the next school year.

We inform as to the detailed proposal for the makeup classes as follows:

Kindergarten

As said, we are still waiting for the date of the inspection visit. Therefore, we are not in position to confirm when the pupils can be back to the kindergarten.

After the school reopening, and until June 26th, there will be both lessons in the classroom and home learning. The timetable for pupils in the School will be from 9 a.m. to 12 p.m.. Arrival time from 8:30 to 9:00. Snack. No lunch. No nap.

2020-21 school year

Longer hours: 15:30 – 16:30 three times/week until 30th November. Focus on workshops, thematic assemblies, group games and activities to nurture pupils' social relations.

Extra-curricular activities are maintained and will be scheduled to allow families to enroll their children if interested.

Primary

Up to school year-end (June 19th) → the curriculum is taught in FULL

22-26 June: an extra-week, voluntary, registration is required.

Grades 1 to 4 – on-line, workshop activities and Environmental Education Project
Grade 5 – in classroom (Sebastian online), support programmes in English and Maths

2020-21 school year

The school and all its staff are committed to offering families an extension of the school day by one hour per language 15:30-16:30 (English, Chinese and Italian), according to needs of the children and upon registrations until 30th November.

Extra-curricular activities are maintained and will be scheduled to allow families to enroll children if interested.

8. If, as an "Embassy school", the rules by Beijing Education Commission regarding tuition refund and the ones of the Ministry of Education regarding tuition collection terms do not apply to the school, then, why does the school follow other directives by the same authority?

The Chinese Authorities control that we abide by the specific rules concerning all the special Embassy schools, particularly the ones which do not allow local citizens' children to attend these special schools.

On the other hand, they do not interfere in our school internal organization and consequently in our school programmes and our school fee policy. Besides we have confirmed with the Beijing Education Commission that the directive of the Ministry of Education issued on 10 April 2020, concerning the tuition fees does not apply to the International Schools, and in fact, as far as we know, no international School has stopped / postponed the collection of the tuition fees.

The provisions we are obliged to follow are the ones relevant to the public order, namely to the interaction of our School with the local Chinese population on the Chinese territory. As a matter of fact the provisions issued by the Beijing Municipal Education Commission in this period of time have the specific aim of containing the spreading of the COVID-19 on the Chinese territory and as such are imperative.

It is obvious that, being in Beijing, the School has to abide by laws about the safety and hygiene, whose target is safety and well-being of children, families and society at large.

9. Provided the School will arrange makeup days in the course of the next semester (unable to do this during this semester/summer), how the School would compensate the loss to those families that wouldn't or would not be able to enrol their kids for 2020/21 year?

See above. Question no. 7.

10. I want to know when they are plan to do the make up class, like it will be held right after reopen, or on next semester, and will it be a whole day or just one hour everyday, can we decided this first?

See above. Question no. 7.

Primary

11. If the school is going to open when it will be last day? According your calendar has to be the 21st of June.

As other international schools in Beijing, the School is following the School calendar, with its last day being June 19th. Exceptionally, the school is extending its activities, extra-curricular ones, until June 26th as said above.

12. If the school is not going to open how do you plan to organize June schedule?

See above. Question no.7.

13. Could you help clarify with the school what is the position of the school regarding a possible reopening for first to fourth grade? one of the teachers last week said that this was the last week of the school year (then he said he was mistaken). Now another teacher is asking us to send back the grade report from the first semester so they can proceed writing the evaluation for this semester. I thought the school was waiting for an answer from the education committee regarding reopening date + they would make up for a part of the classes that were missed so far.

We have shared a communication on 5 June regarding the preparatory work for reopening of primary grades 1 to 4. We are still waiting for the Commission information. We request families to start recording the temperature of their child/ren into the Student's health status record, thus to be in position to resume classes if possible.

For June schedule and makeup classes, see above, question 7.

The meeting was held in Italian and is declared closed at 18:30. The Italian minutes will be translated into English and Chinese: in case of discrepancies, the Italian text will prevail.

Drawn up by the School Administrator
Date: 8 06 2020