

STATUTE

I, Franco Cutrupia, as school holder and legal representative of **the School hitherto known as the “Accredited Italian Embassy School in Beijing”**,

after receiving the favorable opinion of the Embassy of Italy in the People's Republic of China;

having regard to the Decrees of the Embassy of Italy No. 15 and No. 16 of 10 October and 19 November 2014 and the letter from the school holder dated 30 April 2015;

having regard to the Statute of the School adopted on 9 November 2020 and considering the need to adapt the name to the new situation resulting from the abolition of the Primary Section of the School;

I adopt this Statute of the school, which takes the denomination of “Accredited Italian Kindergarten in Beijing” (the "Statute").

Articles 1 and all of the following up to and including Article 10 remain unchanged with respect to the Statute adopted on 9 November 2020.

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Section First

Art. 1. The founding values of the Accredited Italian Kindergarten in Beijing (the "School")

The School is a non-profit organization serving the Italian community in Beijing and is based on the following values, which all the School's activities must conform to.

Art. 1.1 - Respect for boys and girls and their cognitive, emotional and psychological development

Each boy and girl (hereafter "children") are a free human being having his/her own distinct and specific individuality and therefore the inalienable title to his/her own

rights. Their intelligence and personality must be put in a position to develop freely, without conditions dependent on laws or teaching methodologies, so that the skills, competences and knowledge previously acquired can also be expressed.

The School welcomes disabled children by arranging any suitable form of reception and support.

Art. 1.2 - Respect for the family and the educational community

Parents, teachers, school staff and institutions of reference of the School are jointly responsible for the education of children and constitute, together with them, an **educational community**. Children learn, formally and informally, from their parents, from their teachers and from the world around them, while parents, teachers and the community in turn learn from children.

The School promotes and fosters communication and the exchange of information as well as activities and events aimed at developing mutually useful relationships between the School and the family.

Art. 1.3 - Respect for the professionalism of the teachers

All teaching staff (including teachers, teaching assistants and cooks) must have the appropriate social and economic recognition for the importance of the tasks they are called to perform. The public service and non-profit nature of the School cannot justify inadequate remunerations.

Art. 1.4 - Respect for merit and community responsibility

The School was created to respond first of all to the needs of the Italian community in Beijing and therefore is based on its support.

Art. 1.5 - Refusal of ideologies

To safeguard the education of its pupils, the School does not allow teaching with specific ideological purposes.

Art. 1.6 - Refusal of permissiveness and moral indifferentism

The School recognizes that error represents a moment in the acquisition of knowledge, however, respecting the intellectual and moral abilities of children, it rejects excessive permissiveness and moral indifferentism.

Art. 1.7 - Refusal of self-reference in the didactic and cultural field

The School must be a vehicle for culture and dialogue between Italy and China and must offer children the opportunity for an experience of study, relationships and cultural exchanges, allowing them to acquire multicultural training, which excludes nationalisms and confessional orientations.

The School is and must always remain open to comparison and the acquisition of other teaching experiences, including non-Italian ones.

Art. 1.8 - Refusal of excessive formalism in relations with pupils and families

The school must work to keep the spirit of the educational community alive and prevent the relationship between teachers, children and families from becoming a cold relationship between suppliers and users.

Art. 2 Knowledge of values

The values expressed in art. 1.1 - 1.8 constitute the School's "Charter of Values", which must be displayed at the entrance of the School and on its website.

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Section Second

Art. 3. Organs of the School

The school has the following organs:

1. the School Holder;
2. the Management Advisory Board;

3. the Didactic Coordinator;
4. the Teachers' Board;
5. the Class Councils and the Parents' Assembly;

The activity of these organs is regulated by this Statute.

Art. 4 The School Holder and his powers

The School Holder, Franco Cutrupia (natural person), exercises the duties referred to in Articles 2.8, 2.11, 3.2, 3.4, 3.5, 5.5, 5.11, 5.12 of the Decree of the Ministry of Foreign Affairs, the Ministry of Education and the Ministry of University and Research No. 4716 of 23 July 2009 (the "**Decree 4716**").

The School Holder has the power to decide on all matters and the legal responsibility of the School.

Art. 5 The School Administrator

The School Holder chooses and appoints the School Administrator ("Administrator") as his representative, responsible for the ordinary management and the extraordinary administration acts which, from time to time, in compliance with the Law, he might delegate.

The Administrator is the head of all employees of the School. His direct collaborator is the Manager for administration.

The Administrator also supervises relations with families.

Art. 6 Management Advisory Board ("the Board")

The Management Advisory Board assists the School Holder in the direction and control of the School's activities

Art. 6.1 - Composition

The Management Advisory Board is chaired by the School Holder and is made up of members a) by right, b) appointed and c) elected ("the Directors").

A) By right members are:

- the **Administrator**;
- the **Didactic Coordinator**.

B) Appointed members are:

- the **Treasurer**, chosen by the School Holder from among the representatives or managers of foreign Banks or Companies resident in Beijing, after hearing the opinion of the Local Education Superintendent of the Embassy of Italy in the People's Republic of China;
- **and, possibly, other members (up to a maximum of three)**, chosen by the Holder from among the residents of the Italian or foreign business community in Beijing, after hearing the opinion of the Education Superintendent of the Embassy of Italy in the People's Republic of China.

C) Elected members are:

- **two representatives of the teachers**;
- **two representatives of the parents**.

The possession of the qualification respectively of teacher and parent of pupil of the Kindergarten School are a prerequisite for the election as a member of the Management Advisory Board. In case of loss of the above qualification due to resignation or forfeiture (termination of employment or termination of school attendance by the pupil), the first unelected will take over in the respective elections. The Education Superintendent of the Embassy of Italy in the People's Republic of China is invited – as auditor – to the meetings of the Management Advisory Board. Participation in the meetings of the Management Advisory Board is not remunerated in any way, being the position of Director eminently free.

Art. 6.2 - Attributions

The Management Advisory Board is called periodically to express opinions on:

- a) formulation of development plans for school activities;
- b) Three-year Plan of the Educational Offer prepared by the Teachers' Board;
- c) internal regulations, drawn up by the Didactical Coordinator, regarding the admission procedures of the pupils, the use of the spaces and equipment of the School, the criteria for the supervision and safety of the pupils;
- d) criteria for the planning and implementation of extracurricular, inter-school and extracurricular activities, guided tours and educational trips;
- e) school calendar;
- f) rental and use of school rooms, purchase, renewal and conservation of technical-scientific equipment and teaching aids and library equipment;
- g) general criteria relating to the formation of classes and the adjustment of the timetable to environmental conditions;
- h) initiatives aimed at spreading the knowledge of the School among the expatriate community in Beijing;
- l) budget and final balance and amount of school fees;
- j) complaints from parents, pupils or school staff, making proposals for the solution and / or prevention of disputes;
- k) clarification questions and requests made by families;
- l) any topic brought to its attention by the Manager.

Art. 6.3 - Functions of the President of the Management Advisory Board

The School Holder, as President of the Management Advisory Board,

- convenes, chairs the meetings of the Board and establishes the agenda, including any proposals received from the Directors and families;

- designates the Administrator as secretary with the task of assisting him in the preparation and conduct of the board meetings and finally to prepare the minutes of the same, then providing for their publication.

Art. 6.4 - Term of office

The Management Advisory Board remains in office for three years and carries out its functions in any case until the end of the current school year at the end of the three-year term and in any case until the new Board takes office.

The Directors who, during the three years, lose the requirements for which they were elected, or those who do not participate in three consecutive sessions without justified reasons, are replaced.

Art. 6.5 - Convocations, agendas, meetings, recommendations

The Management Advisory Board meets at least twice a year, that is, before the start of the school year and at the end of the same.

The President sends the convocation to the Directors by e-mail 5 days before the date set for the meeting, attaching the agenda. The documents referring to the items on the agenda must be sent to the Directors at least 24 hours before the meeting.

The meeting of the Management Advisory Board is valid when at least half plus one of its members are present at the set time.

The language of the meetings of the Management Advisory Board is normally Italian. In the case of participation of Directors who do not know Italian, discussions are held in English.

Participation by videoconference or telephone is allowed.

The opinions expressed by the majority of the Management Advisory Board have the value of recommendations to the School Holder, who takes them into

due consideration, for the purpose of an orderly and harmonious management of the School.

The minutes of the Management Advisory Board meetings are drawn up by the Administrator as a rule in Italian with a reference translation in English and are published in the appropriate bulletin board of the School and on its website.

Art. 7. The Didactic Coordinator

The Didactic Coordinator has the responsibilities and carries out the functions that the Italian law and the present Statute attribute to him/her.

The position of the Didactic Coordinator is attributed and revoked by the School Holder, after hearing the opinion of the Management Advisory Board and the Local Education Superintendent of the Embassy of Italy in the People's Republic of China

Art. 8. Teachers' Board

Art. 8.1 - Composition and meetings

The Teachers' Board is made up of all the teaching staff, operating in the various streams or grades of the School. It is chaired by the Didactic Coordinator, or in case of his impediment, by a teacher designated by him/her. A teacher, appointed by the Didactic Coordinator, who prepares the minutes of each meeting, performs the functions of secretary.

The Teachers' Board takes office at the beginning of each school year and meets whenever the Didactic Coordinator recognizes the need or when at least a third of its members request it, however possibly at least once every four months. The meetings of the Board take place in hours that do not coincide with the lesson time.

Art.8.2 - Competences

The Teachers' Board

- a) deliberates on the didactic functioning of the School. In particular, as a technical body, it prepares the **Three-Year Plan of the Educational Offer** on the basis of the general guidelines defined by the School Holder on the basis of the recommendations of the Management Advisory Board; it takes care of the programming of the educational action also in order to adapt the teaching programs to the specific environmental needs and to favor interdisciplinary coordination. It exercises this power while respecting the freedom of teaching guaranteed to each teacher within the framework of the fundamental lines indicated by the P.T.O.F. (Three-year Plan of the Educational Offer);
- b) formulates proposals to the Didactic Coordinator for the formation and composition of the classes, for the formulation of the lesson timetable and for the performance of the other school activities, taking into account the general criteria indicated by the Management Advisory Board and current legislation;
- c) periodically evaluates the overall progress of the didactic action to verify its effectiveness in relation to the orientations and the programmed objectives, proposing, where necessary, appropriate measures for the improvement of the school activity;
- d) provides for the adoption of textbooks, after hearing the Class Councils;
- e) adopts and promotes testing initiatives in compliance with the regulations in force on school autonomy;
- f) promotes initiatives for the teachers of the School to attend refresher courses;
- g) elects its two representatives on the Management Advisory Board, with a secret vote;

h) examines, in order to identify the means for any possible recovery, the cases of poor profit or irregular behavior of the pupils, on the initiative of the teachers of the relevant class;

In adopting its resolutions, the Teachers' Board takes into account any proposals and opinions of the Class Councils.

The term "teacher" is also extended to teaching assistants, "atelierists", cooks and other school staff, who, due to the specific didactic approach adopted by the school, interact in the training processes of the pupils.

Art. 9 Class Councils

The Class Councils are composed of the teachers of the individual classes and two representatives of the parents elected in a meeting of the same to be held, for each class, at the beginning of the school year.

Class Councils are chaired by the Didactic Coordinator or, upon his/her delegation, by a teacher member of the Class Council.

The functions of secretary of the Class Council are attributed by the Didactic Coordinator or his/her delegate to one of the teachers or parents who are members of the Class Council.

Art. 9.1 - Class Councils' province

The Class Councils have the primary purpose of facilitating relations between teachers, parents and pupils. They meet at least twice a four-month period in hours that do not coincide with school hours, with the task of formulating proposals for educational and teaching activities, the adoption of textbooks and experimentation initiatives to the Teachers' Board.

Class Councils can also express opinions on other topics concerning the proper functioning of the classes (study programs, discipline, class performance, etc.) and propose possible solutions to the competent bodies.

Art. 10. Parents' Assembly

The parents of the pupils of the School have the right to meet at the school premises in the assembly, according to the procedures provided for in this article, at times not coinciding with that of the lessons.

The Parents' Assembly can examine any aspect of the educational activity or school organization directly related to the pupils - teachers and parents – School relationship. In particular, the Parents' Assembly is called to

- a) propose didactic guidelines to the Teachers' Board, indicating the education needs of the pupils, as perceived by the families;
- b) formulate proposals to the Didactic Coordinator for the formation and composition of the classes, for the formulation of the lesson timetable and for the performance of other school activities, taking into account the needs of the families;
- c) evaluate the overall progress of the educational offer, reporting particularly deserving teachers and any problematic situations in teacher-pupil relations to the Management Advisory Board;
- d) elects its representatives on the Management Advisory Board;

The date and time of the Assemblies must be agreed each time with the Didactic Coordinator.

The Parents' Assembly is convened by the Didactic Coordinator at least once at the beginning of each school year, and at any later time during the school year, when at least three parents request it.

The Didactic Coordinator, having examined the aforementioned request and after examining the proposed agenda, informs the Administrator and proceeds to convene the Assembly, at least two weeks in advance of the proposed date.

The first Parents' Assembly is chaired by the Didactic Coordinator and elects two representatives of the parents from among its members. They participate as elected members of the Management Advisory Board. The parent who has obtained the most votes presides over the subsequent meetings of the Assembly, which he/she can convene either in agreement with the Didactic Coordinator or on his/her own initiative. In the event of his/her impediment, the Assembly is chaired by the other representative of the parents or, in the absence of these, by the Didactic Coordinator.

The Didactic Coordinator or the parent who presides over the Assembly appoints a parent responsible for drafting the minutes of the Assembly.

The Didactic Coordinator participates in the Assembly by right. Teachers and pupils can also participate.

The conclusions of the Parents' Assemblies are communicated to the Administrator by the members elected by the parents, so that they are taken into due consideration by the School.

Art. 11 Entry into force

This Statute comes into force on 25 March 2021.

Beijing, 24 March 2021