



WELCOME PROTOCOL FOR STUDENTS WITH MIGRANT BACKGROUND

I.T.T. “ G. MARCONI” - ROVERETO

Versione 001

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ACTIVITY	PERSON IN CHARGE	Material to Request or Deliver/hand in/provide	Timing	Objectives
Upon request for a possible enrollment, the intercultural commission contact person(s) will be notified	Secretary's office/Vice Headteachers office	Previous school's paper work	As soon as possible	Initiate the reception protocol/welcome protocol



Informative interview about the previous schooling/proposed study path with the student and family.	Secretary's office/Vice Headteachers office If necessary, a cultural mediator will be appointed	First NAI interview form completion	By appointment	Inform student and family about the characteristics and organization of the Italian school system and the Marconi specifically. Get information about the student's educational history to choose the most suitable placement and study path
Enrolment	Academic Secretary's office	Paper-based enrolment forms	Secretary's office timetable	Enrolment Educational agreement with the family



Class selection Criteria: n. of students, possible presence of students with a migration background, possible presence of support teachers or educational assistants	Vice Headteachers' office, class coordinator, intercultural commission contact person	/	simultaneous with the enrolment	Facilitate the student's integration into the school environment
Share the collected information with the class coordinator	Intercultural contact person(s)	/	Before the student enters the class	Facilitate the student's integration into the school environment
Inform the class teachers	class coordinator	/	Before the student enters the class	Facilitate the student's integration into the school environment



In case of enrollment during the school year, inform the class of the arrival of a student who may have little knowledge of the Italian language	Class coordinator/Class educational team	/	Before the student enters the class or at the same time	Facilitate the student's integration into the school environment
Identify a tutor/teacher for the drafting of the PDP and subsequent appointment	Class educational team/faculty	/	First staff meeting or as soon as possible	Make sure that the student with limited language skills can participate in school activities as effectively as possible
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Observation of the student and initial assessment of their skills	Class educational team/faculty		After the integration into the class	Assess the student's language and social skills
Subsequent interviews with the student and Italian L2 proficiency test	intercultural commission contact person Teachers of the Don Milani network, when possible	Italian as a second language placement/proficiency test	As soon as possible, depending on the availability of the teachers of the Network	Assess the student's language skills
Draft of a PDP for all or some of the subjects and subsequent approval.	tutor and class educational team	PDP (see the "Inclusione" folder in the Teachers' area on the school website)	First staff meeting or as soon as possible	Make sure that the student with limited language skills can participate in school activities as effectively as possible and promote academic success



Share the PDP with the family	Tutor If necessary, a cultural mediator will be appointed	PDP (already signed off by the class educational team)	As soon as possible, after the approval by the class educational team	Make sure that the student with limited language skills can participate in school activities as effectively as possible and promote academic success
Hypothetical attendance schedule of the Italian L2 courses offered by the Don Milani Network (according to the guidelines provided by the Network)	/Secretary's office and intercultural commission contact person	/Papers provided by the NETWORK	Following the guidelines of the Don Milani staff	Acquire BICS and CALP
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Language support provided within the ITT Marconi Institute	Members of the Intercultural Department and/or other teachers and/or other projects		As soon as possible, based on the class educational team's observations	Acquire BICS and CALP
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