

ANGLEŠKO



Primary School Matija Čop
1 ulica Tuga Vidmarja
4000 Kranj

ENROLMENT

INFORMATION FOR FOREIGN PUPILS AND PARENTS



Razvijamo
medkulturnost
kot novo obliko
sobivanja



REPUBLIKA SLOVENIJA
**MINISTRSTVO ZA IZOBRAŽEVANJE,
ZNANOST IN ŠPORT**

PUPIL'S FIRST NAME AND SECOND NAME:

CLASS: _____

CLASS TEACHER:

CONTACT HOURS:



DEAR PARENTS!

We are happy that you decided to enrol your child in our school. A change in environment is a great step to unknown and we will do our best to welcome your child. The only possible way to do it is with your active participation and mutual cooperation.

We would like to give you the basic information that will help you and your child adapt to the new situation and environment.



ENROLMENT

It takes place at office 29 (first floor) and it is taken care of by Mrs. Helena Piškur, head of school advisory service.

To enrol your child, the following documents are needed:

- parents' and child's **identity card**
- certificate** of permanent or temporary **residence** in Slovenia and child's **personal registration number** if the child already has it
- photocopy of the last school report**
- authenticated translation** of the last school report
- medical certificate** for the passed medical examination before entering the primary school



Medical examination is done in Kranj Health Centre by Mrs. Majda Cergolj M.D., specialist in school medicine.

Enrolment certificate is issued by the school in one month's time. (If it is by any reason needed before, the parents are given **the enrolment information**.)

Moving the child to another school is also taken care of by Mrs. Tamara Gorenc, head of school advisory service.

SCHOOL SUPPLIES

School library

1. Books can be borrowed at the school library via the book fund.
2. Workbooks can be bought at the bookshop.
3. Check the school supplies your child already has and buy the missing ones.
4. Your child also needs slippers at school.



In case of financial problems please contact our social worker **Mrs. Polonca Mayer**.

SCHOOL ALIMENTATION

It is possible to fill in **the registration form** for:

- snack
- lunch
- afternoon snack (1st - 5th class)



Alimentation cancellation is possible every day until 8:20 a.m. at the secretary's office.

Alimentation subsidy: Kranj Social Services Centre, 19 Koroška cesta, Kranj

EXTRA SERVICES PROGRAMME

Parents are given the possibility to bring their child to school before class starts (between 6:00 a.m. and 8:00 a.m.). It is meant for the pupils from 1st to 3rd class. For 1st graders it is meant to last up to 7:50 a.m. and for the 2nd and 3rd graders it is meant to last up to 8:15 a.m.

There is also a possibility for the child to stay at school after class ends. This option is given to all pupils from 1st to 5th class. During that time the child can play in the classroom or in the playground and socialize with friends, do homework and eat lunch. Parents can also decide for the child to eat lunch at home and then come back to school to do homework.

For both forms of extra services programme there is an entry form that needs to be filled in.

THE FIRST DAY OF SCHOOL



The child comes to school at 8:10 a.m. through the dressing room. The child needs to bring slippers and school supplies (a school bag, a pencil case and some notebooks). Then the child waits in front of **Mrs. Tamara Gorenc** office (head of school advisory service).

CHILD'S TIMETABLE

The class begins at 7:30 a.m., or at 8:20 a.m., or at 9:10 a.m. - according to pupil's personal timetable.

	Mon	Tue	Wed	Thu	Fri
1.	SEL	SEL	SEL	TAA	MAJ
2.	SEL	SEL	SEL	SEL	LUM
3.	MAJ	MAJ	SEL	MAJ	LUM
4.	SEL	TAA	SEL	SEL	OPR
5.	LUM	OPR	OPR	OPR	LUM
6.					

- Pupils come to school 10 minutes before class starts.
- They enter the school through the dressing room where they change shoes to slippers.
- They are not allowed to leave the classroom without teacher's permission.
- If the child is ill or does not feel well, we contact you on the phone so that you can come and pick your child up.

IMPORTANT: As parents you need to be available on the phone in case of urgent information concerning your child.



HELPING

PUPILS TO EMBRACE THE

SCHOOL LIFE AND SCHOOL WORK

Pupils are included to the so called **preparatory class** that starts in the last week of August. Its purpose is for pupils **to learn Slovene** and to get familiar with the new school and broad environment.



There is also **extra class for individual school subjects** and **additional extra help** to learn Slovene.

Pupils who stay at school after the end of the class (extra services programme) are also given **additional help with learning**.

WORKING WITH PARENTS

Parents should **regularly take interest in child's school work**.

CONTACT HOURS (conversation about your child)



1. Every teacher has **weekly** morning contact hours according to **his / her timetable**.
2. Contact hours also take place **monthly** (every first Tuesday from 18:00 to 19:00).
3. It is also possible to have **individual contact hours** but they need to be **pre-arranged with every teacher**.
4. Contact hours with Mrs. Helena Piškur, head of school advisory service, also need to be **pre-arranged**.

The purpose of contact hours is getting **the important information**. Parents are also given **the invitation**.



Help with translation: to contact hours you can also bring a person you trust so that he/she will help you with the language.

Pupils and parents are kindly invited to actively participate in the activities organized in school. It is the only way to make the period of adaptation not only shorter but also more effective.



WELCOME!

CONTACTS

Advisory worker Tamara Gorenc; 04/201 36 66;

tamara.gorenc@guest.arnes.si

Social worker Mojca Gašparič; 04/201 36 65;

gasparic.mojca@guest.arnes.si

School secretary's office; 04/201 36 60;

os-mc.kr@guest.arnes.si

Kranj Health Centre 10 Gosposvetska ulica, Kranj; 04/20 82 158

Office hours

Monday: 6.30-13.30

Tuesday: 6.30-13.30

Wednesday: 12.30-19.30

Thursday: 6.30-13.30

Friday: 6.30-13.30

Kranj Social Services Centre, 19 Koroška cesta, Kranj

Office hours

Monday : 8 :00 - 15 :00

Tuesday : 8 :00 - 15 :00

Wednesday : 8:00 - 17:00

Thursday : 8 :00 - 15 :00

Friday : 8:00 - 13:00