



Osnovna šola Jakoba Aljaža Kranj
Ulica Tončka Dežmana 1, 4000 Kranj

ENROLLMENT

INFORMATION BOOKLET FOR FOREIGN STUDENTS AND PARENTS



Razvijamo
medkulturnost
kot novo obliko
sobivanja



REPUBLIKA SLOVENIJA
MINISTRSTVO ZA IZOBRAŽEVANJE,
ZNANOST IN ŠPORT

27th April 2023

STUDENT'S NAME AND SURNAME:

CLASS: _____

CLASS TEACHER:

Office hours:



DEAR PARENTS!

We are very pleased you have decided to enroll your child at our primary school. Moving to a new environment can present a big challenge and we will do our best to ensure your child feels welcome at our school. This goal can only be achieved with your cooperation and active participation.

This booklet will inform you of some of the most important information which will help you and your child when first entering the school.



ENROLLMENT

School counseling service (office on the 1st floor), **mrs. Tina Potočnik**.

- ✓ **personal ID** of the parents and the child
- ✓ **certificate** of permanent or temporary residence in Slovenia and **EMŠO** of the child - if the child already has one
- ✓ **photocopy of the academic record** of the last passed class
- ✓ **verified translation of the academic record** of the last passed class
- ✓ **medical certificate** of a medical examination before entering the school



Medical examination: Health centre Kranj, **Vesna Petković Mazi**, dr. med. spec. šol. med.

CONFIRMATION of enrollment will be obtained within one month.

(If parents require the confirmation earlier, the school issues 'Enrollment information printout'.)

FOR LEAVING THE SCHOOL

Please consult with our school counseling service, **mrs. Tina Potočnik**.

SCHOOL SUPPLIES

SCHOOL LIBRARY

1. You can borrow all **textbooks** at the school library through the textbook fund (free of charge).
2. You can buy the **workbooks** at the book store.
3. **Other supplies:** check what your child already has at home and only buy the necessary things.
4. The child must wear **slippers** at school.



You can obtain the list of all necessary workbooks and other supplies at the school library.

In the case of financial problems you can contact our school counseling service, **mrs. Tina Potočnik**.

APPLYING FOR SCHOOL MEALS

Parents hand in the **APPLICATION FORM**

- morning snack
- lunch
- afternoon snack (only grades 1.-5.)

Canceling a meal:

natalija.cvek@os-jakobaaljaza.si

or through eAsistent app until 8.00 each day.



Subsidizing food cost: Social services:
Center za socialno delo Kranj, Koroška cesta 19, Kranj.

MORNING CARE
FOR 1ST, 2ND AND 3RD GRADE STUDENTS

Parents hand in the **APPLICATION FORM**

- from **6.15** to **8.15**

AFTERNOON CARE (also called OPB)
FOR 1ST-5TH GRADE STUDENTS

Parents hand in the **APPLICATION FORM**

- **free play** and socializing
- **lunch** (the student can also go home for lunch)
- **homework** lesson
- **play** in the classroom or on the school **playground**

FIRST SCHOOL DAY



- ✓ students arrive at **8:10** and enter through the lockers hall
- ✓ slippers
- ✓ school bag with all school supplies

Together with the child you wait in front of the school counseling service office of **mrs. Tina Potočnik**.

CHILD'S TYPICAL SCHOOL DAY

- ✓ scheduled classes start: 7.30, 8.20 or 9.10;
depends on the schedule of the child
- ✓ arrival: 10 minutes before classes start
- ✓ entry: through the lockers hall (slippers)

	Mon	Tue	Wed	Thu	Fri
1.	SLJ	SLJ	SLJ	SLJ	SLJ
2.	SLJ	SLJ	SLJ	SLJ	SLJ
3.	SLJ	SLJ	SLJ	SLJ	SLJ
4.	SLJ	SLJ	SLJ	SLJ	SLJ
5.	SLJ	SLJ	SLJ	SLJ	SLJ
6.					

Students mustn't leave the school without permission of the teacher.

If the child isn't feeling well, we call your phone number, and you collect the child at school.

It is **IMPORTANT** that parents are always available on their phone in case of emergency involving your child.



HELPING THE STUDENT TO GET INVOLVED IN THE LIFE AND WORK AT SCHOOL

We include students in :

- **additional classes of Slovenian**
- **supplementary lessons** in certain subjects;
- **additional teacher's help** - to continue the study of Slovenian
- **additionally study help** for students after school



PARENT PARTICIPATION

TEACHERS' OFFICE HOURS (to talk about the child):

- ✓ **once every week** in the morning according to the teachers' schedule
- ✓ **every first Thursday of the month in the afternoon from 17:00 to 18:00**
- ✓ **individual meeting with a teacher** - must be arranged in advance
- ✓ a meeting with the school counseling service, **mrs. Tina Potočnik** - must be arranged in advance.

Group office hours (by invitation): for conveying important information.

Translating and help in communication:

you may bring a person you trust to a meeting to help you with translating the conversation.



We ask that students and parents actively participate in the activities that we organize at the school, as this is the only way to mak this introduction period shorter and more effective.

WELCOME!



IMPORTANT CONTACTS

School headmistress mag. LUCIJA RAKOVEC

04/ 280 15 16

lucija.rakovec@os-jakobaaljaza.si

Social counsellor Tina Potočnik; 04/280 15 26;

tina.potocnik@os-jakobaaljaza.si

Lidija Hožič,

lidija.hozic@os-jakobaaljaza.si

Blanka Štepec

blanka.stepec@os-jakobaaljaza.si

School secretary; 04/280 15 10;

tajnistvo@os-jakobaaljaza.si

Health centre Kranj:

Zdravstveni dom Kranj,
Gospodsvetska ulica 10,
Kranj;

04/20 82 164

Working hours:

Monday: 6.30-13.30

Tuesday: 6.30-13.30

Wednesday: 6.30-13.30

Thursday: 12.30-19.30

Friday: 6.30-13.30

Social services:

Center za socialno delo
Kranj,

Koroška cesta 19, Kranj;

04/256 87 20

Working hours:

Monday: 8.00-15.00

Tuesday: 8.00-15.00

Wednesday: 8.00-17.00

Thursday: 8.00-15.00

Friday: 8.00-13.0