

HANDBOOK



SCHOOL REGULATIONS

This handbook includes important information and regulations concerning the functioning of our school. It is important that we all understand the expectations and responsibilities required by the school as these help us provide a safe and comfortable learning environment for all our pupils. Please familiarize yourself with the information provided in this Handbook.

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I. COMMUNICATION

The main source of communication at school is the LIBRUS web portal. A message sent via LIBRUS is considered delivered.

The teachers respond to a message sent via LIBRUS within 72 hours (and for teachers who do not work at school 5 days a week on the first consecutive day of school attendance). If the situation cannot be resolved by correspondence, the parties set up a meeting. In a situation where the problem remains unresolved, the parent submits a written request to the main teacher. Ultimately, the unresolved case is referred to the Principal who instructs the psychologist or the school counselor to help resolve the conflict.

The psychologist, the Principal or the school counselor responds to the message sent via LIBRUS within 7 days, and in a situation requiring prolonged proceedings, they inform the parents of the initiation of such proceedings.

The parent has 72 hours to respond to the message / remark.

II. RULES FOR RESOLVING SCHOOL CONFLICTS AND PROCEDURES FOR DEALING WITH DIFFICULT SITUATIONS

Conflict is a phenomenon inscribed in social life. There are different types of conflicts at school, therefore actions taken to resolve them should take into account the specificity of the conflict.

1. Student-student conflict

The teacher who is a witness to a conflict, or the teacher who has been notified of a conflict draws the students' attention, strives to resolve it and, when necessary, implements the policy stipulated in the school regulations. If the conflict is serious, the teacher reports it to the main teacher or main teachers if students from different classes are involved in the conflict. Main teachers meet in order to understand the causes of the conflict and to determine ways of resolving the problem. In the absence of a satisfactory solution, the main teachers report to the school psychologist who, after having been made aware of the situation, strives to resolve the conflict.

If the main teacher deems it justified (or when the student is involved in another conflict), then a meeting is set with the parents, during which a plan of action is developed. Step by step the principles of cooperation between parents and the school are developed, including the possibility of seeking help outside the school. Lack of cooperation on the part of parents and further violation of the regulations by the student make it necessary to take further actions provided by the law: the application of disciplinary actions specified in the Statute of the school.

2. The actions taken towards the student perpetrator of demoralizing behaviour (i.e.: the use of alcohol or other intoxicants, serious violation of the school policies, gross violation of the regulations and failure to comply with the student's obligations, committing a criminal act, truancy):

The first step is to have a meeting with all staff involved (teachers, main teacher, school counselor or psychologist) aimed at determining the circumstances and identifying the possible perpetrator(s) and witness (es). The next step is to notify the main teachers and the school Principal. Then the parents of the perpetrator are contacted and informed of their child's deed, and a meeting with the Principal is convoked. It is the parents' responsibility to be present at school on the date and time set by the school. A meeting is set with the parents (with or without the perpetrator) and the main teacher. The school counselor, the psychologist or the Principal may also be present.

If the parents do not cooperate with the school, the Principal informs the family in writing, the court or the police of the situation. The leading authority may terminate the contract for the provision of educational services.

3. Student-teacher conflict

Once the student is found behaving inappropriately towards a teacher, he/she should bear the consequences of his/her own actions specified in the school policies. The teacher should try to bring the student to understand the mistake(s). The teacher reports the problem to the main teacher. In the event of a minor conflict, the main teacher tries to bring about a solution satisfactory to both sides. If the conflict is not resolved, the main teacher may seek help from specialist staff (school counselor or psychologist) or, as a last resort, the Principal.

4. Parent - teacher conflict

In a conflict situation, the parents initiate an explanatory conversation with the teacher, in which both sides try to resolve the conflict. In the absence of a satisfactory solution, the parents report to the main teacher who, after hearing the case, seeks to resolve the conflict. Ultimately, the unresolved case is referred to the Principal who may get the psychologist or the school counselor also involved.

5. Parent- main teacher conflict

In a conflict situation, the parent undertakes an explanatory conversation with the main teacher, in which both parties try to understand the causes of the conflict and jointly determine ways to resolve it.

Ultimately, the unresolved case is referred to the Principal who may get the psychologist or the school counselor also involved.

III. MORNING POLICY

The school opens at 8:00. If you arrive with your child earlier, please stay in the changing room till 8:00. **Until the morning duty starts parents are responsible for their children.** The students are not allowed at school before 8:00 without parents’/guardians’ supervision. From 8:00 students stay with a morning duty teacher until the beginning of their lessons. The parents and people from the outside can stay at the school only on the ground floor at the reception or in the cloakroom. Only students and employees have access to the upper floors and the pitch. The exceptions are school ceremonies, meetings with parents and individual meetings announced earlier.

Class will promptly commence at 8:10 and 8:30.

Students’ Classroom Responsibilities:

- hang up your coat, scarf and change shoes to inside shoes,
- take your backpack and materials,
- stay with the teacher on duty until the moment that Your teacher calls out Your class,
- if you have a mobile phone, please deposit it in the locker room.

IV. ATTENDANCE POLICY

A student who comes to school every day and on time, learns quicker and it makes it much easier for him/her. Regular attendance is expected of all students. It is impossible to make up for the hours missed at school. A typical school day is not only based on the course book but also on work and group discussions, so catching up with the material of even one day is very difficult. Only when the children are sick, they should stay home from school. If your child will be absent, please email your child’s main teacher as soon as possible. Each absence is justified by the main teacher on a written request of the Child’s Parents who are obliged to notify of the reasons of their child’s absence within 7 days;

Class begins promptly at 8:10 am (Year 3) and 8:30 am (Years 0-2). The students should be in their classrooms then, ready for lessons. A student who is late for classes up to 15 minutes is registered as late, a student who is late more than 15 minutes is registered as absent.

A student absent on lessons should check the material and catch up on it, as quickly as possible.

V. GOING HOME POLICY

Children are not allowed to leave the school premises during school hours unless collected and accompanied by parents or other designated adults (i.e. for doctor's appointment).

At the end of the day all students will be accompanied to the After School Club with the teacher. Children are not allowed to leave the school on their own. All children must be collected by a parent or designated adult. If the parent wants the child to walk home alone, it is only possible on a written request of the parent.

Only authorized guardians can pick up children from school. In the event that an unauthorized person reports for a child, the teacher may not allow the guardian to leave the school with the child until he or she contacts the child's parents. To avoid such situations, we kindly ask you for written information about those who are allowed to pick up Your children.

Please note, that for safety reasons when the teacher doesn't know the person collecting your child, he/she can ask to present their ID card - we ask you for patience.

Please remember the school closes at 6:00 pm.

There will be a late fee incurred when children are not picked up by 6:00 pm. The charge is 40 PLN for each commenced hour and for each child. The payment will need to be settled in cash to the teacher at the time the child is picked up or on the next day in the office.

VI. RIGHTS AND OBLIGATIONS OF THE PUPIL

1. The Pupil is entitled to:
 - 1) learn in conditions ensuring respect for personal dignity and one's own beliefs;
 - 2) an appropriately organised teaching process, in line with the principles of healthy intellectual work;
 - 3) become aware of the curriculum, its contents, objectives and requirements set;
 - 4) an open and reasoned assessment of his/her behaviour and progress in learning;

- 5) respect for his/her privacy and personal integrity;
- 6) develop his/her interests, abilities and talents;
- 7) express his/her ideas and views in a polite manner and with respect for others' dignity;
- 8) freely express his/her views and beliefs, in particular those related to the school's life, as well as world-view and religious ones, as long as by doing so he/she does not interfere with the interests of other people;
- 9) submit complaints to the Director for Pedagogical Matters in the event of violation of the Child's Rights;
- 10) develop his/her interests, abilities and talents in subject-related and interest circles functioning at the School;
- 11) the protection of his/her personal data (health-related information, results of psychological tests, family information –the material and social status, the status of a Pupil, personal integrity);
- 12) equal treatment.

2. The responsibilities of the Pupil include:

- 1) abiding the provisions of the By-laws and internal regulations of the School;
- 2) active participation in all regular classes and systematic preparation for them;
- 3) justifying absences
 - a. each absence is justified by the class teacher on a written request of the Child's Parents who are obliged to notify of the reasons of their child's absence within 7 days;
 - b. in exceptional situations the Parents may exempt their Child from participation in physical education classes by providing the subject or class teacher with written information including the reasons for exemption; the total length of such exemptions may not exceed four physical education classes and three classes at the swimming pool per semester;
- 4) taking care of the School's good reputation and respecting its property;
- 5) abiding the School's order, taking care of one's own safety and health and that of others;
- 6) abiding the principles of coexistence culture with respect for the members of the School's community and outside the School;
- 7) doing homework systematically and studying at home;
- 8) sitting examinations and tests;
- 9) sitting external English exams
- 10) complying with the strict ban on using mobiles and electronic devices on school premises and educational classes, except for justified situations when the teacher agrees to such use(detailed rules set out in the school regulations);

- 11) compliance with the absolute prohibition of theft, drinking alcohol, drug use and smoking within and outside the School, distribution of drugs or other means of changing consciousness and intoxicants, arbitrary leaving of classes, possession or dissemination of materials, objects and publications promoting violence, pornography and hatred; harassment, harassment, indecent behavior, kissing, cyberbullying, bullying, harassment, violence, vandalism and destruction of own or other people's property, vulgarity, humiliation, cheating, insulting School employees and other behaviors commonly considered inappropriate;
- 12) wearing school uniform described in this policy.

VII. UNIFORMS

It is our policy that all children should wear school uniform when attending school, or when participating in a school-organised event outside. Our policy is based on the notion that a school uniform- promotes a sense of pride in the school, supports positive behaviour and discipline, engenders a feeling of community and belonging, is practical and smart, identifies the children with the school, is not distracting in class (students do not pay attention to the brand of clothes) makes children feel equal to their peers in terms of appearance.

1. Casual attire, which includes items from the following:

- 1) school polo with short / long sleeves with a school logo
- 2) sweater or school sweatshirt with the school logo
- 3) neat trousers (no holes or fade marks and extravagant cuts), shorts, leggings. The required colour is navy blue or black.
- 4) skirt, school dress with the school logo
- 5) white, navy blue, black tights or knee-highs
- 6) changeable shoes, worn only at school, safe, flat (without heels or wedges), comfortable, no bright colours or fashionable styles

2. The outfit applicable to physical education classes, sports competitions, etc., which includes items from the following:

- 1) school tracksuit consisting of navy blue trousers and sweatshirts with the school logo or school sports shorts
- 2) PE shirt with school logo
- 3) suitable sport shoes

3. Gala uniform, ceremonial, worn during school ceremonies, competitions, exams and other occasions specified by the school, which includes any of the items from the following:

- 1) white school shirt with the school logo
- 2) tie and bow tie
- 3) school sweater with the school logo

4) navy blue or black neat trousers, knee – high shorts, leggings, without fade marks, holes or extravagant cuts

5) white, navy blue, black tights or knee-highs

6) flat, navy blue or black shoes

4. School representational uniform, compulsory during sport events, which includes items from the following:

- 1) school shirt with the school logo, name and number
- 2) school shorts
- 3) leggings
- 4) suitable sport shoes

5. Hair styles: long hair should be neatly tied of the face, accessories within the hair such as: hairpins, headbands, should be barely visible (no headbands with large bows, sequins or animal ears etc.) No extravagant haircuts/styles. This includes dyed hair.

6. Jewellery and make up: students do not wear jewellery to school, except for small stud earrings or delicate chains with a religious symbol.

7. Students do not wear makeup or painted nails.

8. In the event of incomplete school attire, the Student's parent receives relevant information, and the student receives the remark entered in Librus, which affects the grade

VIII. REWARDS AND PENALTIES IN ASSESSING BEHAVIOUR GRADES I-III

1. Respect, responsibility, cooperation and other highly valued traits of character are welcome and encouraged at school. Exemplary behaviour is appreciated and rewarded by entering a positive comment on Librus.
2. As rewards teachers may give the students stickers or diplomas. Examples of positive comments: selfless help, helping with school events and being active in the local community,

charity work, volunteering, standing up for the rights of the oppressed, reacting to unlawful acts, etc.

3. A neutral comment can be attributed to a student in the form of a written note made to parents via Librus regarding the student's positive or negative behaviour or deed. It does not qualify as either a positive or a negative comment, but serves as a form of notice e.g. good work during the lesson, conversation during the lesson etc.
4. For misbehaviour, the student receives a warning - reminder.

After 3 verbal warnings, a negative comment is entered in the student's Librus record. The parent receives a message to explain the situation. The student is notified of the possible consequences of not improving the behaviour.

In addition to the negative or neutral comment, the teacher can assign the student social work for the school, e.g. help in the canteen, tidying up the classrooms, additional tasks and written assignments.

5. 10 negative comments received cause the student being deprived of a school privilege (e.g. a student may not be allowed to participate in a school event such as disco, lottery, Freaky Friday, field trip, etc.)
6. For gross violation of the school rules, a student may be punished without a previous verbal warning or comment and receives a reprimand by the main teacher, the school Principal or may even be expelled from the school.
7. At the request of the Main Teacher, the Pedagogical Board may give a suggestion for the Main Teacher reprimand. The final decision to award a reprimand lies with the Main Teacher.
8. At the request of the School Principal, the Pedagogical Board may give a suggestion for the School Principal reprimand. The final decision to award a reprimand lies with the School Principal.
9. A Student who has received a reprimand from a Main Teacher or School Principal may not attend a School event such as a disco, lottery, Freaky Friday, class outing, etc.
10. The reprimand of the Main teacher - is noted in the interim or annual descriptive assessment by means of this sentence: The student behaves inappropriately. The official letter with information about the reprimand is included in the student's documents.
11. The School Principal reprimand - is noted in the interim descriptive assessment by this sentence: The student behaves reprehensibly. The official letter with information about the reprimand is included in the student's documents.
12. Receiving a second School Principal's reprimand during one School year is equivalent to expelling the student.

13. The reprimand from the Main Teacher or the School Principal may be recalled by the student or their parents in accordance with the Chapter 6.
14. The Main Teacher or School Principal reprimand is given to the student in writing in 2 copies. The parent is required to sign the reprimand within 72 hours and return the signed copy to the School. In the absence of a return of the signed copy and refusal to sign it, the deadline for filing an appeal is counted after 3 business days from the day on which the Student received a copy of written reprimand.

IX. REWARDS AND PENALTIES IN ASSESSING BEHAVIOUR GRADES IV – VIII

Exemplary behaviour is appreciated and rewarded by entering positive warnings into Librus.

Examples of positive warnings: willingness to help, participation in work for the School and the local environment, charity work, volunteering, supporting classmates and reacting to acts and inappropriate torts, etc.

Four Positive Warnings balance out 1 Negative Warning.

Each student who receives ten positive warnings in Librus receives a voucher as a reward for use with a selected teacher.

Neutral Warnings - written to Librus for positive and negative deeds and behaviours that do not qualify as positive or negative warnings, but which require notation, e.g. good work during the lesson, active discussion during the lesson, etc.

On the basis of neutral warnings, the main teacher will round off the semester / annual classification to a full grade.

The student receives a warning for incorrect behaviour - a reminder.

After three verbal warnings, a negative warning is entered in the journal (Librus.) The parent receives information about the warning and why the student received it. The child is notified of the possible consequences of not improving their behaviour.

The number of negative warnings received by the student in each month affects the grade for behaviour issued by teachers of specific subjects at the end of the month.

Each teacher, before issuing a monthly assessment of behaviour, calculates their warnings and bases their assessment on the following scale:

- 1 negative / neutral warning - maximum grade of 4
- 2 negative / neutral warnings - maximum grade of 3
- 3 negative / neutral warnings - maximum grade of 2
- 4 negative / neutral warnings and more - grade 1.

In addition to the teacher's warning, the teacher may assign the student social work in the School, e.g. help in the canteen, tidying rooms, additional tasks and written assignments.

Ten negative warnings received causes a lowering of the semester / annual classification by one grade and not allowing the student to take part in School privileges (e.g. the student cannot participate in a School event such as a disco, lottery, Freaky Friday, class outing, etc.).

For gross violation of the rules, in particular for non-compliance with the prohibitions set out in Statute a student may be punished without any warning and receive a Main Teacher reprimand, a School Principal reprimand or be expelled from the School.

At the request of the main teacher, the Pedagogical Board may make a suggestion towards the Main Teacher reprimand. The final decision to award a Main Teacher reprimand comes from the Main Teacher.

At the request of the School Principal, the Pedagogical Board may make a suggestion towards the School Principal reprimand. The final decision to award a School Principal reprimand comes from the School Principal.

A student who has received a reprimand from the Main Teacher or School Principal may not participate in School events like a disco, lottery, Freaky Friday or a class outing etc.

Main Teacher reprimand - decreases the semester / final grade in behaviour by two grades. The official letter with information about the reprimand is included in the student's documents.

School Principal reprimand - decreases the semester / final grade in behaviour by three grades. The official letter with information about the reprimand is included in the student's documents.

Receiving a second School Principal's reprimand during one School year leads to expulsion of the student.

The parents can recall in accordance with the procedure the Main Teacher reprimand or the School Principal reprimand as stated in the Chapter 6.

The Main teacher reprimand or the School Principal reprimand is given to the student. The parent is required to sign the reprimand within 72 hours and return the signed copy to the School. In the absence of a return of the signed copy and refusal to sign it, the deadline for filing an appeal is counted after 3 business days from the day on which the Student received a copy of written reprimand.

Term behaviour grade consists of the average of all partial assessments issued during one semester by teachers in Librus. The mark below 0.25 is rounded to the lower grade, e.g. 3.23 - grade 3. The grade above 0.75 is rounded to the higher grade, e.g. 4.76 - grade 5. Grade from 0, 26- 0.75 is issued on the basis of neutral comments - teacher tutor rounds the semester grade to the full grade taking into account obtained neutral grades.

X. LUNCHROOM POLICY

The school has responsibility for the provision of school meals and the supervision of the pupils at meal times.

The school provides three meals per day:

- breakfast
- lunch (ordered and paid for by parents)
- snack

During meals the children are accompanied by the teachers who are on duty.

The Lunchtime Supervisors are responsible for:

- supervising the children eating their lunch
- managing the children's behaviour
- making sure all children observe the code of conduct
- dealing with children who break the rules
- dealing with accidents and incidents
- ensuring that the lunchroom is cleared up after use
- assisting younger children

The students are responsible:

- eat their meal in a mannerly way
- talk with a quiet voice
- to clean up after themselves
- to use proper table manners
- to remain seated until the teacher says we can get up from the table

Students may speak to one another using a quiet tone of voice, remembering about respect for each other. Students are not allowed to scream or throw food.

Rewards scheme:

- individual praise
- group appraisal (for the whole table)

Consequences:

- gentle reminder
- warning
- placing misbehaving student at a separate table
- written note

Students are permitted to bring their own food or drink - no sweets and fizzy drinks are allowed. The school is not taking responsibility for students sharing their own food between each other.

XI. MOBILE PHONE & WATCH POLICY

This policy applies to students during school excursions, camps and extra-curricular activities both on the school premises and off-site.

Students should not bring valuable items to school, as they can be easily damaged or lost.

Our school accepts that due to safety reasons, some students carry mobiles/watch, especially if they walk home alone.

It's worth remembering that in cases of emergency, when parents want to contact a child, they can do so phoning the school office and pass on the message.

If a pupil brings a mobile phone/watch onto the school grounds it should be handed in to the Office putting it into a designated place. The phone/watch can be collected at the end of the day, before going home. Only in cases of emergency, the student can come to the office to make a call to their parents.

Only when a permission is granted from the Director students can phone in the school premises, send sms, use internet, take photos and record.

On the first infringement of this policy the student will be asked to give the mobile phone/watch to the school's management and the parents will be informed about the happening. To get the phone/watch back the parent will have to make an appointment with the school's authorities to collect the phone when mutually convenient.

The school is not responsible for lost or damaged equipment.

XII. PARENTS AT SCHOOL

The school is open from 8 a.m. Parents are welcome to assist their children in the cloak room or on the ground floor by the reception desk. When collecting your child from school, please ask for assistance

at the front desk. Parents/guardians who are picking up the children cannot walk around the school and look for the children on upper floors.

The pitch and benches in the playground are intended for use by students and teachers. Parents do not stay on the school playground.

Parents are not allowed to stay in the classroom and observe lessons. In special situations, if Parents wish to see a lesson they have to obtain a written permission from the Headteacher. Such permission is given only in justified, special situations.

Conflicts between students created in the school facility can only be solved by school employees.

Parents are not allowed to interfere in disputes or admonish other students.

XIII. FILMINIG AND RECORDING

All parents are asked to give their consent for photography and recording of their child at school by completing a permission slip. A register is kept of children who must not be included in photographs and recordings. Therefore, before photographing and recording children at school (during lessons, breaks and outside time) please ask for permission in the office. It is forbidden to take photos, or record without the directorates' permission.

XIV. RECORDING POLICY

The Regulations set out the rules for the functioning, operation and use of the video monitoring system at the School and indicates the rules for recording, saving and securing information as well as the ability to share collected data.

LEGAL BASIS

- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (GDPR)
- Act of 10 May 2018. on the protection of personal data (Journal of Laws of 2018, item 1000, as amended)
- Art. 108 a of the Act of 14 December 2016 Educational Law (Journal of Laws of 2018, item 996)
- Art. 222 of the Act of 26 June 1974, Labor Code (Journal of Laws 2018 item 917)

1. The administrator of the data of the people being watched is the Polish British Academy of Warsaw represented by the school's Director.

2. The purpose of monitoring is the need to ensure the safety of students and school staff, and to protect property.
3. Monitoring is not a means of monitoring the quality of work performed by school staff.
4. At the entrance to the school there are signs informing that the facility is being monitored and an information clause.
5. The image is recorded using cameras without the ability to record sound or record conversations.
6. Monitoring covers places such as the cloakroom, selected corridors, outdoor area.
7. School rooms can be monitored when it is necessary due to the existing threat to the safety of students, employees or property protection.
8. Monitoring cannot cover sanitary rooms, offices, learning support and psychologist's office and changing rooms for changing into physical education uniforms.
9. The video monitoring system consists of recording cameras that are placed inside and outside the school building as well as recordings, recording devices and media carrier.
10. Video monitoring records the image in a continuous system 24 hours a day, 7 days a week.
11. Image recording is done by devices included in the registration system that meet the requirements set out in relevant standards.
12. Access to the data of the recorded material is protected by a password known only to authorized persons.
13. The authorization to process personal data from the monitoring is given by the Data Administrator in accordance with the data processing security policy in force at the school.
14. Records of the monitoring will be stored until overwriting (depending on the size of recordings) up to a maximum of 10 days. After this period, the recordings are destroyed, unless separate provisions provide otherwise.
15. Monitoring failures are removed by an authorized service center.
16. Recordings can be used for retrospective analysis of recorded events.
17. Monitoring records are monitored on an ad-hoc basis and in situations related to emerging threats in the areas of cameras installed or violation of school laws.
18. In justified cases, recordings may be presented to pupils, parents or school employees in order to determine the actual facts of the event respecting the rights of third parties.
19. If the image recordings constitute evidence in proceedings conducted on the basis of law or the employer becomes aware that they can constitute evidence in proceedings, the Data Administrator protects the recording and provides a copy of it upon a written request.
20. If necessary, all individual video records are transferred from the recorder to a portable memory until the end of the proceedings.

21. A person recorded by the monitoring system has the right to: information, access to the content of his recordings in very justified cases, lodge a complaint to the supervisory body - the President of the Office for Personal Data Protection.
22. Rules for giving access to video monitoring records:
- Data from the video monitoring recording can be made available to state institutions in the scope of their legal activities such as the Police, Court, Prosecutor. A natural person who is the object of an event recorded by video monitoring has the right, in a very justified case, to access the content of his recording only on a written request submitted to the Data Administrator in accordance with the Annex.
 - The right to obtain a copy must not adversely affect the rights and freedoms of others.
 - If the requests of a natural person to have access to the recordings are unreasonable or excessive, the Data Administrator has the right to refuse to take action on the request. In particular, when it concerns minor school incidents, minor conflicts, lost homework, books or school supplies.
 - The teacher has the right to ask for access to the recordings if they help solve serious conflicts or serve the good of the class.
 - External storage onto which files from school video monitoring were copied should be packed into an envelope, with a short description of the event, its date etc. and sealed.
 - In matters not covered by these regulations, the law shall apply.

Appendix 1

INFORMATION CLAUSE FOR VIDEO MONITORING

In accordance with the General Data Protection Regulation of 27 April 2016 ("GDPR"), I inform you that:

1. The administrator of your personal data is PBAW represented by the Director.
2. Contact with the Data Protection Officer is possible at the following e-mail address: iodeb@sod.edu.pl or phone number 34 362 51 05.
3. Monitoring is carried out in accordance with art. 6 section 1 letter e GDPR, art. 108 a of the Act of 14 December 2016 Educational Law, art. 222 of the Act of 26 June 1974, the Labor Code, to ensure the safety of students and school staff, and to protect property.
4. The monitoring area includes rooms and the area around the school.
5. Data from the video monitoring record may be made available to institutions such as the Police, the Court or the Prosecutor's Office, and in justified cases to students, parents, employees or other observed persons.
6. Records from monitoring will be stored until overwriting (depending on the size of recordings) up to 10 days.
7. Monitoring is necessary to perform a task carried out in the public interest.

Appendix 2

.....,

(place, date)

.....
.....
.....
.....

(applicant data: name, surname or name, address, phone)

**Director of Polish British Academy of Warsaw
ul. Wiertnicza 75, ul. Wiertnicza 43
02-952 Warszawa**

THE REQUEST TO ACCESS DATA FROM THE MONITORING

I am asking to save / view / share * material from the School's video monitoring on....., hours.....,

Justification

.....
.....
.....
.....
.....
.....
.....
.....

.....
(The applicant's signature)

* delete as appropriate

XV. AFTER SCHOOL CLUB POLICY

All the children have the possibility to attend the After School Club. While doing so, students have to comply with the rules stating the behaviour and the internal rules of the club and workshops. In order to maintain a safe environment, we ask that you please review them with your child.

- be respectful to other students, our college mentors, teachers and staff members
- follow all the directions the first time they are given
- stay in the assigned by teachers rooms/areas
- you are only allowed to leave the assigned room/ area without a teacher's permission
- use respectful language at all times

During After School Club, the students are provided with various opportunities such as: homework time, free play time, circle time, story time, outside time. The activities can vary every day since they depend on the plan as well as weather conditions outside.

XVI. EXTRA CURRICULAR ACTIVITIES

The school can organized additionally paid extra activities.

The additional activities are paid by the 10th day of each month, regardless of the child's attendance (this regards group classes).

The monthly fee for additional classes is the product of the fee for one lesson and the number of lessons conducted during one month. Parents will be notified of the amount for each activities by the 10th day of each month.

The amount for activities will only be reduced in case of cancellation of specific activities by the School.

XVII. CLASS MIXING POLICY

Class mixing is done to create opportunities for children to learn and play with a wider variety of peers and to create a greater social interaction between children. This also makes it possible to keep classes balanced in response to pupil transfers and new students.

Classes will be mixed to achieve a good balance of gender, educational, social and personal needs. The arrangements for class mixing are based on the professional judgements of class teachers, the school psychologist, the main teacher and the director. Teachers observe the children's friendships at work and

play and this is taken into account when mixing classes. We will always consider the existing friendships, as well as happiness and welfare of all the children.

Parents and students will be informed of class mixing decisions by the first official day of school.

XVIII. COMPETITION POLICY

School encourages students to participate in school and out-of-school knowledge competitions. Each child can test their skills in the field of their choice and according to their interests. Participation in competitions brings tangible benefits to children in the form of well-established knowledge, and in the case of finalists and laureates of the curatorial contests, it gives the possibility of exemption from the part or the whole of the eighth grade exam.

By declaring willingness to participate in the competition, student commits to systematic, independent work at home and timely completion of additional tasks ordered by the teacher or by attending additional activities.

Students declaring participation in external competitions are required to read the rules of the competition

Pupils can bring toys to school every Friday. Toys are allowed only after lessons are finished and should be appropriate for school and the age of the child (no electronic devices are allowed). The school and the teachers are not responsible for damaged or lost toys.

XIX. FRIDAY WITH TOYS

Students can bring toys to school every Friday. Toys can be used only after lessons, they should be suitable for school play and appropriate for the child's age (we do not bring electronic devices). School and teachers are not responsible for any damage or loss of the toy.

XX. FREAKY FRIDAY POLICY

The last Friday of the month is called "Freaky Friday". That day the students can come to school wearing casual clothes.

XXI. LOST/DAMAGED BOOKS & EQUIPMENT

Polish British Academy provides a library. The students have the possibility to borrow books. All borrowed books have to be returned after being read. Due to the high price of educational aids, books lost by children and educational aids will need to be replaced at the cost of the student. Property damaged will need to be repaired or replaced by the student. Students who will demonstrate the inability to care for books appropriately may lose the privilege of taking them off school grounds.

XXII. PEN POLICY

All students should write at school using blue pens only. A black pen is used for corrections made by students. Erasable pens are not allowed and cannot be used. Teachers will use green pens to make corrections.