

**STATUTE**

**OF THE POLISH BRITISH ACADEMY OF WARSAW  
A BILINGUAL PRIMARY SCHOOL WITH INTERNATIONAL UNITS IN WARSAW**

**MARCH 2, 2020**

Legal authority:

1. The Act of 14 December 2016 - Educational Law (i.e., Journal of Laws of 2019, item 1148, as amended) together with executive acts,

The Act of 7 September 1991 on the education system (i.e., Journal of Laws of 2019, item 1481, as amended) together with implementing acts.

## CHAPTER 1

### General provisions

#### § 1

##### Name and seat of the School

1. Name of the School - Polish British Academy of Warsaw – A BILINGUAL PRIMARY SCHOOL WITH INTERNATIONAL UNITS IN WARSAW further called *School*.
2. The School can use Abbreviated name: Polish British Academy of Warsaw – Primary School.
3. Seat of the School – address: ul. Wiertnicza 75, 02-952 Warsaw. Additionally, lessons may take place at address: ul. Wiertnicza 75, 02-952 Warsaw.
4. The School is a non-public School with the rights of a public School with an entry in the register of non-public Schools and facilities under number 154/SPN/17.

#### § 2

##### The Persons Running the School

The School is run by: Magdalena Eysmont residing in 02-972 Warszawa, Hlonda 4F/6 oraz Monika Konieczna - Kowalczyk residing in 05-501 Piaseczno, Bukowa 9A.

#### § 3

##### School organization

1. The School provides classes in a bilingual system.
  - 1a. The School might run international units.
2. The School might run Kindergarten units.
3. Mazovian Superintendent of Education is responsible for the pedagogical supervision of the School.
4. In the last year of education at the School, an eighth-grade exam is conducted in accordance with applicable regulations.
5. Whenever the Statute or other documentation of the School refers to the Regulations, it should be understood as the *Handbook - Przewodnik*.
6. Whenever the Statute or other documentation of the School mentions parents, this should also be understood as legal guardians.
7. The electronic register, Librus, operates in the School.

## CHAPTER 2

### Aims and tasks of the School

#### § 4

#### School Aims

1. The utmost objective of the educational activity of the School is the comprehensive development of Pupils.
  - 1) The School fulfils the objectives and tasks specified in the The Act of 7 September 1991 on the education system (i.e., Journal of Laws of 2019, item 1481, as amended).
  - 2) The primary objective of the School is to provide education that allows Pupils to continue their education at the lower-secondary level, as well as to cater for their intellectual and psycho-physical development. The School aims to enable Pupils to obtain the skills needed to exploit knowledge freely, to pursue one's individual interests and to prepare them for active participation in the social life – all of this within conditions respecting the Pupil's dignity and freedom of opinion and religious beliefs.
2. The School ensures:
  - 1) teaching according to curricula covering the general core curriculum for eight-year Primary Schools extended to include the core British Curriculum,
  - 2) adjusting the teaching content, methods and organisation to the capabilities and psychophysical needs of Pupils in an individualised manner that takes into account gifted Pupils and those that require remedial classes,
  - 3) religious tolerance,
  - 4) holding classes in religion and ethics,
  - 5) education and care adequately provided for the developmental level of the Child, with the possibility of using the services of a psychologist,
  - 6) safe and healthy work conditions for Pupils and Teachers at the School,
  - 7) a systematic cooperation between the School and Parents in the fulfilment of educational and teaching objectives,
  - 8) the educational and teaching activity carried out at the School in line with the scientific principles of methodology and pedagogy, the statutory provisions issued by the Minister competent for education, and the ideas included in the Universal Declaration of Human Rights and the Convention on the Rights of the Child.
2. The School may operate with an incomplete structure of classes.
3. The manner of fulfilling the tasks of the School, while providing optimal conditions for Pupil development and in line with the safety principles and the rules on health promotion and protection,

includes the following:

- 1) allowing Pupils to maintain the feeling of national, ethnic, language and religious identity, and in particular instilling the principles of respect for the Polish cultural heritage, with an openness to European and world values,
- 2) providing Pupils with psychological and pedagogical support,
- 3) ensuring safe and healthy working, learning, teaching and care, conditions,
- 4) enabling Pupils to develop their interests by adopting an individualised approach during classes, and by their participation in subject-related, artistic and sports competitions and interest circles,
- 5) facilitating a full personality development of Pupils by promoting the reading of books and magazines at the School library, participation in theatre performances, movie screenings, and enabling the development of sports interests through participation in various sports activities organised at the gym or in other sports facilities,
- 6) the School cares for Pupils' safety and health in line with the applicable health and safety provisions.

## § 5

### **The Reception Unit aims**

1. The objectives of the Reception unit include the following:
  - 1) to stimulate and facilitate the development and education of School Children covered by the obligation of one-year reception preparation, so as to prepare them to taking up education at Primary School,
  - 2) to cooperate with Parents in matters related to their Children's teaching and education,
  - 3) to ensure safe and optimal conditions for care and harmonious psychomotor development, learning and education of the Child, respect for its personal dignity, as well as adopting a responsive and subjective approach,
  - 4) to create conditions in which Children with diverse physical and intellectual abilities can play and learn together.
2. The tasks of the Reception unit include the following:
  - 1) to plan and implement the educational and teaching work, and to bear the responsibility for its quality,
  - 2) to implement a Reception Education plan compliant with the core curriculum for Reception and units, as well as with the core British Curriculum,
  - 3) to keep and document pedagogical observations aimed at learning individual capabilities and development needs of the Children,

- 4) to provide and organise psychological and pedagogical support to Children according to their identified individual psychophysical needs,
- 5) to enable Children to preserve the feeling of ethnic, language and religious identity,
- 6) to carry out an analysis of the Child's readiness to take up School education (a reception diagnosis).

### **CHAPTER 3**

#### **School's bodies and their competences**

##### **§ 6**

##### **School's bodies**

1. The School's bodies include:
  - 1) the Director of the School,
  - 2) the Pedagogical Board.
2. An Association of Parents may function at the School.
3. The School may create the positions of the Director for Pedagogical Matters (also called Headmaster) and Managing Director.
4. A Student Council may function at the School.

##### **§ 7**

##### **Director of the School, Director for Pedagogical Matters and Managing Director**

1. The Director of the School shall be appointed and dismissed by the Persons Running the School
2. The Director of the School:
  - 1) runs the School and represents it in dealings with third parties,
  - 2) is responsible for the fulfilment of the curricula,
  - 3) is responsible for the recruitment of Teachers of mandatory subjects who possess the necessary qualifications for Public School Teachers,
  - 4) determines the rules of Pupil enrolment to grades 0 and grades I–VIII,
  - 5) exercises the pedagogical supervision,
  - 6) presides over the Pedagogical Board and implements its resolutions,
  - 7) carries out the tasks related to ensuring safety to Pupils and Teachers during the classes organised by the School,
  - 8) is responsible for the proper organisation and administration of examinations held at the School,

- 9) is responsible for developing and implementing the School's educational and preventive programme,
- 10) may give reprimands,
- 11) may expel a Pupil from the School in the events specified in this Statute,
- 12) may represent the Persons Running the School in contracts entered into with Pupils' Parents for services rendered at the School,
- 13) issues opinions on the promotion, granting of awards and imposition of sanctions on Teachers and other employees of the School; decisions of the Director are taken based on the applicable labour law provisions and internal provisions endorsed by the Persons Running the School,
- 14) organises and supports the professional development of Teachers,
- 15) supervises the fulfilment of tasks related to professional promotion,
- 16) implements the resolutions adopted by the Pedagogical Board within its mandate,
- 17) issues decisions on exempting a Pupil from physical education classes on the basis of a medical certificate,
- 18) issues decisions on exempting a Pupil from IT or additional modern foreign language classes (the details are determined by the School procedure),
- 19) issues decisions on a Pupil's individual course of teaching upon obtaining a positive opinion of superior bodies from the Psychological and Pedagogical Clinic,
- 20) creates conditions for the operation at the School of volunteers, associations and other organisations whose aim is to provide educational activities or to extend and enrich the forms of teaching, educational and care activity,
- 21) announces the text of the amended or new School Statute,
- 22) performs other tasks resulting from the specific provisions.

3. The Director of the School for Pedagogical Matters (Headmaster):

- 1) is responsible for the fulfilment of curricula,
- 2) exercises the pedagogical supervision,
- 3) convenes the Pedagogical Board,
- 4) chairs the Pedagogical Board and implements its resolutions and implements its resolutions,
- 5) is responsible for the proper organisation and administration of examinations held at the School,
- 6) is responsible for developing and implementing the School's educational and preventive programme,
- 7) may expel a Pupil from the School in the events specified in these Statutes,
- 8) issues opinions on the promotion, granting of awards and imposition of sanctions on Teachers and other employees of the School,
- 9) supervises the fulfilment of tasks related to professional promotion,

- 10) implements the resolutions adopted by the Pedagogical Board within its mandate,
- 11) issues decisions on exempting a Pupil from physical education classes on the basis of a medical certificate,
- 12) issues decisions on exempting a Pupil from IT or additional modern foreign language classes,
- 13) within 30 days of the receipt of recommendations (issued by an inspector) he/she is obliged to notify:
  - a) the body exercising pedagogical supervision of the manner of implementation of the recommendations,
  - b) the Persons Running the School of the received recommendations and the manner of their implementation,
- 14) runs the School and represents it in dealings with third parties,
- 15) issues opinions with respect to the recruitment of Teachers of mandatory subjects who possess the necessary qualifications for public School teachers,
- 16) determines the rules of Pupil enrolment to grades 0 and I – VIII,
- 17) may represent the Persons Running the School in contracts entered into with Pupils' Parents for services rendered at the School,
- 18) supports the professional development of Teachers,
- 19) issues decisions on a Pupil's individual course of teaching upon obtaining a positive opinion of superior bodies and the Psychological and Pedagogical Clinic,
- 20) supports the operation at the School of volunteers, associations and other organisations whose aim is to provide educational activities or to extend and enrich the forms of teaching, educational and care activities.

#### 4. The Managing Director:

- 1) runs the School and represents it in dealings with third parties;
- 2) is responsible for the recruitment of Teachers of mandatory subjects who possess the necessary qualifications for Public School Teachers,
- 3) issues opinions on the rules of Pupil enrolment to grades 0 and I–VIII;
- 4) carries out the tasks related to ensuring safety to Pupils and Teachers during the classes organised by the School,
- 5) may represent the Persons Running the School in contracts entered into with Pupils' Parents for services rendered at the School,
- 6) issues decisions on the promotion, granting of awards and imposition of sanctions on Teachers and other employees of the School based on the applicable labour law provisions and internal provisions endorsed by the Persons Running the School,
- 7) organises and supports the professional development of Teachers,

- 8) creates conditions for the operation at the School of volunteers, associations and other organisations whose aim is to provide educational activities or to extend and enrich the forms of teaching, educational and care activities,
- 9) can observe classes, participate in meetings of the Pedagogical Council, conduct interviews with students, parents and other parties of the School.

## **§ 8**

### **Pedagogical Board**

1. The Pedagogical Board is composed of all pedagogical employees of the School, regardless of their working time.
2. Meetings of the Pedagogical Board are convened by the Director for Pedagogical Matters prior to the beginning of a School year, in each semester with regard to the classification and promotion of Pupils, after the end of annual classes and at his/her own initiative or at the request of one-third of the Pedagogical Board members.
3. The Chairperson of the Pedagogical Board is the Director for Pedagogical Matters.
4. The Director (or dedicated by him / her person) notifies all members of the Pedagogical Board of the date and agenda of the Board meeting.
5. Meetings of the Pedagogical Board are organised after regular School classes.
6. The opinions and decisions of the Pedagogical Board are issued in the form of resolutions adopted by simple majority of votes in the presence of at least one-third of its members. In the event of a tie vote, the Director for Pedagogical Matters decides on approving or rejecting a resolution.
7. The Pedagogical Board determines its Charter that is adopted by resolution at the first meeting of the Board.
8. Minutes of the meetings of the Pedagogical Board are taken in line with the detailed manner described in the Charter of the Pedagogical Board.
9. The Persons Running the School and the Managing Directors may be present at the meetings of the Pedagogical Board.
10. In view of the best interests of the Children and their Parents, the Pedagogical Board members are obliged not to disclose the issues discussed at a meeting.
11. The scope of competences of the Pedagogical Board includes:
  - 1) approving the School's educational programme and prevention programme,
  - 2) adopting the Charter regulating its own operation,
  - 3) approving the School's work plans,
  - 4) approving the results of classification and promotion of Pupils,
  - 5) adopting resolutions on innovations and pedagogical experiments at the School,
  - 6) establishing the organisation of professional development of Teachers,

- 7) expressing opinions on the internal regulations of the School
- 8) twice during the School year the Chairperson of the Pedagogical Board submits general findings from the pedagogical supervision over the School and information on the School's activity to the Board,
- 9) determining the manner of using the findings from the pedagogical supervision, including the pedagogical supervision exercised over the School by the competent body, so as to improve the operation of the School,
- 10) Giving opinions on applications, proposals or organization of the School's educational timetable.

## **§ 9**

### **The Association of Parents**

1. The Association of Parents is an advisory and opinion body that may be appointed by the general meeting of Parents.
2. The representatives of other bodies of the School may be invited to participate in the meetings of the Association with an advisory vote.
3. The Association may, at its own initiative or at the request of other School bodies, submit to the Pedagogical Board or the Headmaster applications and opinions concerning all matters related to the School.

## **§ 10**

### **The Student Council**

1. The rules for the selection and operation of Student Council are set out in the Regulations.
2. The Student Council regulations may not be in the conflict with these Statutes.
3. The Student Council may submit conclusions to the Pedagogical Board and the Director and opinions, in particular on the implementation of the student's fundamental rights.

## **§ 11**

### **Resolving internal School conflicts and disputes**

1. Each of the School's bodies may act and take decisions freely within the limits of their competences specified by these Statutes.
2. The School's bodies are obliged to exchange information on matters related to the School's life on an ongoing basis.

3. The Director of the School is responsible for ongoing exchange of information on the current and planned actions and decisions between the School's bodies.
4. Any disputes between the School's bodies are resolved within the School amicably through the mutual involvement of members of individual bodies and an open exchange of opinions.
5. Detailed rules for resolving conflicts and disputes are set out in the Rules for resolving School conflicts and procedures for dealing with difficult situations.

## **CHAPTER 4**

### **Rights and obligations of the Student**

#### **§ 12**

#### **Student's rights**

1. The Pupil is entitled to:
  - 1) learn in conditions ensuring respect for personal dignity and one's own beliefs,
  - 2) an appropriately organised learning process, in line with the principles of healthy intellectual work,
  - 3) become aware of the curriculum, its contents, objectives and requirements,
  - 4) an open and explicit 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 way with respect for others' dignity; freely express his/her views and beliefs, in particular those related to the School's life, as well as an outlook of the world and different religions, as long as by doing so he/she does not interfere with the nature of other people,
  - 8) submit complaints to the Director for Pedagogical Matters in the event of violation of their Rights,
  - 9) develop his/her interests, abilities and talents in subject-related and interest circles functioning at School,
  - 10) the protection of his/her personal data (health-related information, results of psychological tests, family information – material and social status, status of pupil immunity, personal integrity)
  - 11) equal treatment.

## § 13

### The responsibilities of the Student

1. The responsibilities of the Pupil include:
  - 1) abiding the provisions of the Statute 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 main teacher by a written request from the Child's Parents who are obliged to notify 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) compliance with the order of the School, taking care of one's own safety and health and that of others,
  - 6) compliance with the principles of a coexisting culture with respect for members of the School community and outside the School,
  - 7) doing homework systematically and studying at home,
  - 8) sitting examinations and tests,
  - 9) compulsory participation in external English language exams
    - a) Exams in 3rd and 7th grade of Primary School are compulsory for the Pupil, in other grades only willing Students take the Examinations,
    - b) The Student does not have to sit the exams if he/she has a certificate confirming passing the Cambridge English: Preliminary exam (PET).
  - 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 intoxicants that can change consciousness, arbitrary leaving of classes, possession or distribution of materials, objects and publications promoting violence, pornography and hatred; harassment, indecent behaviour, kissing, cyberbullying, bullying, violence, vandalism and destruction of own or other people's

property, vulgarity, humiliation, cheating, insulting School employees and other behaviours commonly considered inappropriate.

12) wearing a School uniform as described in this Statute (p.2)

2. It is the School policy that all Students should wear the School uniform understood as “outfit and hairstyle.”
  - 1) At School we acknowledge attire as follows: casual attire, the outfit applicable to physical education classes, sports competitions, gala uniform, School representational uniform,
  - 2) Casual attire includes items from the following:
    - a) neat trousers (no holes or fade marks and extravagant cuts), knee – length shorts or leggings. The required colour is navy blue or black,
    - b) School skirt, School dress with the School logo,
    - c) white, navy blue, black tights or knee-highs,
    - d) changeable shoes, worn only at School, safe, flat (without heels or wedges), comfortable, no bright colours or fashionable styles,
    - e) School polo with short / long sleeves with a School logo
  - 3) The outfit applicable to physical education classes, sports competitions, etc., includes items from the following:
    - a) School tracksuit consisting of navy blue trousers and sweatshirts with the School logo or School sports shorts,
    - b) PE shirt with School logo,
    - c) suitable, changeable sport shoes.
  - 4) Gala uniform, is ceremonial and worn during School ceremonies, competitions, exams and other occasions specified by the School, which includes any of the items from the following:
    - a) white School shirt with the School logo,
    - b) School sweater with the School logo,
    - c) navy blue or black neat trousers, knee – length shorts or leggings, without fade marks, holes or extravagant cuts,
    - d) white, navy blue, black tights or knee-highs,
    - e) safe, flat (without heels or wedges), navy blue or black, comfortable, shoes without bright colours or fashionable styles,
    - f) tie or bow tie.
  - 5) School representational uniform, compulsory during sport events, which includes items from the following:
    - a) School shirt with the School logo, name and number,
    - b) School shorts,
    - c) leggings,

- d) suitable sport shoes.
- 6) Hair styles: long hair should be neatly tied back off 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, including dyed hair.
  - 7) Jewellery and make up: students do not wear jewellery to School, except for small stud earrings or delicate chains with a religious symbol.
  - 8) Students do not wear makeup or painted nails.
  - 9) The last Friday of each month is called *Freaky Friday*, and on this day Students do not need to wear uniform specified in p. 2. School attire.
  - 10) In the absence or incomplete School attire, the Student's parent receives relevant information, and the student receives the negative warning entered in Librus, which affects the behaviour grade.

## § 14

### Expulsion from the School

1. A Pupil may be expelled from the School:

- 1) for the failure to fulfil the responsibilities of the Pupil included in the School's Statute described i.e. in § 13.1 .11.
- 2) if a Pupil displays a disrespectful approach towards Teachers, class Teachers or other people working at the School, violates the bodily integrity and personal dignity of another person at the School premises and outside, utters punishable threats towards other Pupils, Teachers and Employees of the School personally or through various means of media,
- 3) if, while filling in the application, the Parents conceal their child's illness which makes it impossible for the Child to function in a group or which poses a threat to the safety of other Pupils,
- 4) in the event of lack of cooperation between the pedagogical staff and the Parents as regards to solving any problems that may arise in the process of the Child's learning and education,
- 5) if the Parents act to the School's detriment or if their actions harm the School's reputation
- 6) should the Parents fail to comply with the payment conditions specified in the educational services agreement for more than 30 days. The final decision to expel a Pupil is made after a previous written reminder about payment is issued, and then after a letter is dispatched by mail or e-mail calling for payment of the tuition, and when there is still no payment within 7 days of its delivery.

- 7) if disruption of the School's work by the Student's parents, exhibiting unacceptable behaviours that are not in accordance with generally accepted social norms parents to other parents, students or employees of the School.
2. The Director has the right to expel a child from the list of students of the class 0 on the written, motivated request of main teacher, if the further stay of the child threatens the health or life of other children or himself/herself, and the possibilities of educational influence have been exhausted.
3. The decision to expel a Pupil is made by the Director for Pedagogical Matters or Managing Director pursuant to a resolution of the Pedagogical Board.
4. The decision to expel a Pupil from the School is an administrative decision taken under the Administrative Code and can be appealed by the affected Pupil or his/her Parents to the Superintendent of Education in Warsaw via the Director for Pedagogical Matters within 14 days since its receipt.
5. The Parents are responsible for any material losses caused by their child's insubordination and they should remedy such losses or cover the costs of repairs.
6. If the promotion to a higher grade is not obtained, the Student may repeat the class at the School only if there is a place in the lower class.

## **CHAPTER 5**

### **Assessment, classification and promotion of pupils**

#### **§ 15**

##### **Assessment objectives**

1. Assessment aims:
  - 1) gain information about the student's educational achievements,
  - 2) inform the student about the level of his educational achievements and progress in this sphere,
  - 3) motivate the student for further work,
  - 4) help the student in planning their own development,
  - 5) provide parents with information about the student's progress, difficulties and special abilities,
  - 6) enable teachers to improve the organisation and methods of didactic and educational work.

## § 16

### Educational aims

1. Providing information to Pupils and Parents:
  - 1) at the beginning of a School year, no later than 20<sup>th</sup> September, Teachers inform Pupils and Parents about requirements related to individual educational activities. Parents are informed about the requirements at the first meeting in a given School year.
  - 2) The main teacher informs Pupils about the behaviour assessment rules at the beginning of a School year, and their Parents at the first meeting in a given School year;
2. Assessment transparency:
  - 1) Marks are known to both the Pupil and the Parents.
  - 2) Once assignments are checked and marked, the Pupil may consult them during classes.
3. At the Parents' request any written assignments that have been checked and marked as well as other assessment-related documentation are made available to the Pupil and his/her Parents; Assessment graded as fail or low pass are always forwarded to students, papers above the grade for admission are made available at the request of the student or his parent. Making the work available is understood as providing the student with a copy, sending a copy via the Librus, or handing over the original with the need to return the work at the next lesson. The student cannot proceed to improve the grade if he has not returned the original work to the teacher.
4. A teacher provides reasons for each mark during the lesson. A teacher provides reasons for each mark to the Parent on written request which is sent by Parent via Librus within 72 hours since written in Librus.
5. Lowering requirements:
  - 1) On the basis of a written opinion from a public Psychological and Pedagogical Clinic, a Teacher is obliged to lower education requirements with respect to a given Pupil who has been diagnosed as having specific difficulty in learning.
  - 2) A Psychological and Pedagogical Clinic, including a specialist clinic, may issue an opinion on specific difficulties in learning of a Pupil, not earlier than after completion of the third grade and not later than by graduation from the Primary School.
  - 3) The Director for Pedagogical Matters exempts a Pupil from performing specific physical exercises at physical education classes on the basis of an opinion on limited ability to perform the relevant exercises by the Pupil issued by a physician for a period specified in this opinion.

- 4) The Headmaster exempts a Pupil from physical education, computer or ICT classes on the basis of an opinion on the lack of possibility to attend such classes by a given Pupil, issued by a physician for a period specified in this opinion.
- 5) If the period of exemption from the performance of physical exercises at physical education classes, computer or ICT classes makes it impossible to determine the mid-year or end-year classification mark, instead of such classification mark, the word “exempted” is written in the documentation on the course of education.

## **§ 17**

### **Types of assessment**

1. Preliminary assessment of the student's development and their possibilities classes I -III:
  - 1) is carried out at the beginning of the School year,
  - 2) provides information about individual possibilities and level of physical, social and emotional development of the student and the level of development of cognitive and motor functions, conditioning the achievement of successes in School education,
  - 3) is the basis for the teacher's work system to ensure each student's maximum development.
2. Current evaluation:
  - 1) takes place every day during School lessons,
  - 2) constantly informs the student about his / her behaviour and progress,
  - 3) is a verbal, graphic or written (in a notebook, on a worksheet or test) assessment motivating to activity and effort, clearly indicating achievement,
3. The grade entered in Librus is evident to parents.
4. When giving grades in physical education, technical studies, music and art, particular attention should be paid to the effort placed by the student in fulfilling the obligations arising from the specificity of these subjects.

## **§ 18**

### **Assessment criteria**

1. The student's individual capabilities in various teaching situations are assessed. Those are:
  - 1) skills and knowledge acquired in the teaching and learning process,
  - 2) regularity of student's work,
  - 3) activity,

- 4) ability to present knowledge,
  - 5) ability to cooperate in a group.
2. Ways to collect student information:
    - 1) entry in the electronic diary Librus,
    - 2) information in the report, on the assessment sheet.
    - 3) tests kept at School until the end of the School year, i.e. until August 31.
  3. Forms of checking students' knowledge and skills:
    - 1) verbal statements,
    - 2) written work in the classroom, including quizzes and tests
    - 3) homework,
    - 4) activity during the lesson,
    - 5) other types of activities.

## § 19

### Descriptive assessment

1. is issued to students in grades I-III and to students in grades IV-VIII from the English program.
2. tells about the student's progress, eliminates comparison and selection, educates an open, creative, independent and responsible attitude.
3. allows parents a better understanding of how the child functions in School and in the classroom, informs about the development and specific skills and about the program requirements. It indicates the direction of possible additional work with the child.
4. teachers are obliged to inform parents, at least once during each semester, about the progress, achievements and effort of their children.
5. A descriptive assessment is presented in a report twice during the School year:
  - 1) mid-year classification assessment in the middle of the School year (January / February) - summarizes the student's educational achievements from the educational classes defined in the School's curriculum and the student's behaviour assessment. It is given to Parents during the term meeting. Absent Parents may collect it from the main teacher or Office.
  - 2) annual classification assessment (June) - at the end of the School year, summarizes educational achievements from educational activities and the student's behaviour in a given School year and determining one annual classification grade from educational classes, as well as behaviour. Assessment for a student in grades I-III is entered on the School Certificate and passed on to the Students during the The End of the School Year Ceremony. Descriptive assessment of the English program in grades I-VIII is written in the form of a report and is given to the students during The End of the School year Ceremony.

## § 20

### Types of grades

1. In grades I-III, the teacher may use the following letters:
  - 1) A+ WSPANIALE / EXCELLENT acknowledges a student who:
    - a) possesses knowledge and skills far beyond the curriculum of the subject in a given class, independently develops own talents,
    - b) fluently uses the acquired knowledge in solving theoretical or practical problems from the curriculum of a given class,
    - c) achieves successes in subject competitions, sports competitions and others.
  - 2) A BARDZO DOBRZE / VERY GOOD acknowledges a student who:
    - a) fully mastered the scope of knowledge and skills specified in the subject curriculum in a given class,
    - b) efficiently uses the acquired knowledge, independently solves theoretical and practical problems included in the curriculum, can apply the knowledge to solve tasks and problems in new situations.
  - 3) B DOBRZE / GOOD acknowledges a student who:
    - a) mastered the knowledge and skills defined by the curriculum in a given class,
    - b) correctly applies messages, solves typical theoretical or practical tasks on his / her own.
  - 4) C PODEJMUJE PRÓBY/ SATISFACTORY, acknowledges a student who:
    - a) has difficulty in mastering the knowledge and skills specified in the curriculum,
    - b) solves (performs) typical theoretical or practical tasks of medium difficulty, sometimes with the help of a teacher.
  - 5) D WYMAGA PRACY /NEEDS IMPROVEMENT, acknowledges a student who:
    - a) did not master the knowledge and skills specified in the curriculum,
    - b) solves theoretical and practical problems of a low degree of difficulty, usually with the help of a teacher.
2. The student's class work is assessed according to the scale:
  - 1) 100%            A+    EXCELLENT, WSPANIALE
  - 2) 86% - 99%    A    VERY GOOD, BARDZO DOBRZE
  - 3) 80% - 85%    B+
  - 4) 66% - 79%    B    GOOD, DOBRZE
  - 5) 60% - 65%    C+
  - 6) 59% - 41%    C    SATISFACTORY, PODEJMUJE PRÓBY
  - 7) 40% - 0%     D    NEEDS IMPROVEMENT, WYMAGA PRACY

## § 21

### **Behaviour Assessment criteria in grades I – III**

1. The behaviour assessment is a descriptive one, it takes into account the functioning of the student in the School and out-of-School environment, respecting the principles of social coexistence and generally accepted ethical standards. When determining the student's behaviour, the teacher considers such categories:
  - 1) obeying the rules and norms applicable in society,
  - 2) fulfilling the student's duties (including wearing School uniform),
  - 3) expressing good manners and politeness,
  - 4) preparation for classes,
  - 5) carrying out the teachers and other School staff's instructions,
  - 6) counteracting to the negative behaviour of other students,
  - 7) respecting their own property as well as the property of other students and the school,
2. The student's behaviour at School and during organised trips outside the institution are assessed. In grades I - III, the interim and final yearly behavioural assessments are descriptive.

## § 22

### **Reward and Punishment System in Grades I - III**

1. Exemplary behaviour is appreciated and rewarded by entering positive marks (Uwagi) into Librus.
  - 1) Examples of positive remarks: willingness to help, participation in work for the School and the local environment, charity work, volunteering, supporting classmates experiencing unkind behaviour, reacting to inappropriate acts, etc.
2. Neutral comments are written in Librus for positive and negative deeds and behaviours that do not qualify as positive or negative remarks, but requiring to be noted e.g. good work during the lesson, discussion during the lesson, etc.
3. The student receives a warning for incorrect behaviour:
  - 1) After three verbal warnings, a negative warning (Uwaga) is entered in 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.
  - 2) In addition to the warning, the teacher may assign the student social work for the School, e.g. help in the canteen, tidying classrooms, additional tasks and written assignments.
4. Ten negative warnings received result in depriving the student of any School privileges (e.g. the student may not participate in a School event such as a disco, lottery, Freaky Friday, class outings, etc.

5. For gross violation of the rules, a student may be punished without a reminder and receive a reprimand from the Main Teacher, a reprimand from the Headmaster or be expelled from the School.
6. 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.
7. At the request of the Headmaster, the Pedagogical Board may give a suggestion for the Headmaster reprimand. The final decision to award a reprimand lies with the Headmaster.
8. A Student who has received a reprimand from a Main Teacher or Headmaster may not attend a School event such as a disco, lottery, Freaky Friday, class outing, etc.
9. 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.
10. The Headmaster reprimand is noted in the interim descriptive assessment by this sentence: The student has behaved reprehensibly. The official letter with information about the reprimand is included in the student's documents.
11. Receiving a second Headmaster's reprimand during one School year is an automatic expulsion of the student.
12. The reprimand from the Main Teacher or the Headmaster may be recalled by the student or their parents in accordance with Chapter 6.
13. The Main Teacher or Headmaster 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 the returned 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.

## § 23

### **Assessment rules in grades IV – VIII**

1. The assessment of the student's academic achievements is based on and in accordance with the intra-School assessment system.
2. The School year is divided into two terms.
3. At the beginning of the School year, no later than September 20, the teachers inform students and parents about the educational requirements and ways of checking the student's educational achievements. This information is posted on the School's website.
4. The mid-year and end-of-year grades are given on the basis of current assessments issued from various forms of the student's activity: oral and written answers, tests (class works, short tests), engagement, preparation for lessons, keeping notebooks, and/or additional work as initiated by the student. The active participation in lessons and extracurricular activities is also assessed, eg.:

representing the School in competitions. It is the student's duty to prepare for the lessons in terms of content and to bring necessary School supplies and teaching aids.

5. There is a possibility to improve the grade from class work or a test. The arrangements are made between the teacher and student and the teacher enters each improved grade into the register.
6. There is a possibility to improve the grade from a class work or a test. The teacher enters each improved grade into the register.
7. The yearly grade is not an assessment for the second semester. It is determined by the mark for the first and second semester combined.
8. In grades IV - VIII of primary School, the level of the student's knowledge and skills acquisition in relation to the educational requirements, is determined by the following marks:
  - 1) 100%          excellent 6
  - 2) 96%-99%      very good plus 5+
  - 3) 95%-91%      very good 5
  - 4) 84%-90%      good plus 4+
  - 5) 83%-75%      good 4
  - 6) 60%-74%      satisfactory plus 3+
  - 7) 59%-51%      satisfactory 3
  - 8) 50%-36%      low pass 2
  - 9) 35%-0%        failed 1
9. Excellent grade ( 6 ) acknowledges a student who:
  - 1) masters the full range of knowledge and skills defined by the curriculum of the subject in a given class, and independently and creatively develops own talents,
  - 2) fluently uses the acquired knowledge in solving theoretical or practical problems from the curriculum of a given class, and proposes creative solutions,
  - 3) is the winner of voivodship and above voivodship competitions, as well as the winner or finalist of the all Poland Olympiad, organised by the Minister competent for education.
10. Very good grade ( 5 ) acknowledges a student who:
  - 1) masters the scope of knowledge and skills defined by the curriculum of the subject in a given class very well,
  - 2) very efficiently uses the acquired information, independently solves the theoretical and practical problems included in the curriculum, can apply knowledge to solve tasks and problems in new situations.
11. Good grade ( 4 ) acknowledges a student who:
  - 1) mastered the scope of knowledge and skills defined by the curriculum of the subject in a given class well,

- 2) efficiently uses the acquired information, independently solves the theoretical and practical problems included in the curriculum, and can apply knowledge to solve tasks and problems in new situations.
12. Satisfactory grade ( 3 ) acknowledges a student who:
- 1) masters the scope of knowledge and skills defined by the curriculum of the subject in a given class on a basic level,
  - 2) correctly uses the information and solves the typical, theoretical and practical problems with a medium degree of difficulty.
13. Low pass grade ( 2 ) acknowledges a student who:
- 1) has a lack of knowledge and skills defined by the subject curriculum in a given class,
  - 2) solves (performs) theoretical and practical tasks with a small degree of difficulty.
14. Failed grade ( 1 ) receives a student who:
- 1) has not mastered the knowledge and skills defined by the core curriculum of the subject of study in a given class, and the lack of information preventing further knowledge acquisition in this subject,
  - 2) is unable to solve (execute) tasks with a small (elementary) degree of difficulty.
15. In grades IV - VIII students are tested and assessed on the basis of various areas of their activity. These are:
- 1) verbal answers
  - 2) short tests, quizzes, tests
  - 3) class work
  - 4) activity, teamwork
  - 5) additional work that is part of the coursebook
  - 6) homework and material books
  - 7) participation during lessons
  - 8) independent work, eg: reports, albums, mock-ups, boards, projects, etc.
16. Tests and class work take place after a certain part of learning (in a given area). They are announced at least a week in advance and preceded by a repetition lesson.
17. Two tests can take place during the week, however they cannot be taken on the same day.
18. Tests and class work should be checked and marked within two weeks of writing and made available to students. Assessed tests and class work constitute School documentation and are kept until the end of the School year.
19. If the student is absent only on the day of the test, class work or other form of information checking, he / she is obliged to write it on the next lesson.

20. Tests and class work are compulsory, so if the student cannot write them with the whole class, they pass them in an oral or written form within two weeks, on a date individually agreed on with the teacher.
21. Tests and class work are assessed according to the following percentage conversion:
- 1) 100%      excellent 6
  - 2) 96%-99%   very good plus 5+
  - 3) 95%-91%   very good 5
  - 4) 84%-90%   good plus 4+
  - 5) 83%-75%   good 4
  - 6) 60%-74%   satisfactory plus 3+
  - 7) 59%-51%   satisfactory 3
  - 8) 50 %-36%   low pass 2
  - 9) 35%-0%      failed 1
22. Percentage criteria for assessing tests, class work and exams for students with a documented education accommodations:
- 1) 100%      excellent 6
  - 2) 90%-99%   very good plus 5+
  - 3) 89%-86%   very good
  - 4) 85%-78%   good plus 4+
  - 5) 77%-71 %   good 4
  - 6) 70%-60 %   satisfactory plus 3+
  - 7) 59%- 46 %   satisfactory 3
  - 8) 45%-31 %   low pass 2
  - 9) 30%-0 %      fail 1
23. The level of tests, class work, and exams for students with educational accommodation requirements should be adapted to their abilities.
24. “Fail” and “Needs Improvement” grades from summary work of a specific area can be improved once within two weeks of receiving the first mark.
25. All grades are:
- 1) compliant with the program requirements,
  - 2) explicit and written in Librus
  - 3) clearly phrased,
  - 4) justified.
26. The parents have the right to receive full information on the educational progress of their children. It is the teacher's responsibility to enter grades in Librus.

27. The proposed semester / annual assessment (including information of an awareness of a “Fail” grade) will be made available to students and recorded in the class register one month before the classification date. The proposed mark may be increased or reduced.
28. The parents receive information about their child’s grade through the electronic register.
29. At the request of the student or parent, the teacher informs about the possible conditions for improving the proposed grade.
30. One week before the final classification, the proposed semester / annual grade becomes a predicted grade. An annual predicted grade is subject to an appeal in line with the "Conditions and procedures for obtaining a higher than expected assessment" specified in these Statutes.

## § 24

### **Behaviour assessment criteria in grades IV - VIII**

1. At the beginning of the School year, the main teacher informs students and their parents about the rules regarding the behaviour assessment.
2. Grading for behaviour:
  - 1) EXCELLENT (6):
    - a) the student is a role model,
    - b) fulfils his / her learning duties in an exemplary manner,
    - c) always has the necessary School supplies,
    - d) is systematically prepared for lessons,
    - e) actively participates in the process of acquiring knowledge,
    - f) willingly takes part in the life of the class and School,
    - g) presents high personal culture at in and outside of School,
    - h) is distinguished by his polite and courteous behaviour in and out of School,
    - i) uses generally accepted forms of politeness and manners,
    - j) cares about the aesthetic and neat appearance - wears a School outfit,
    - k) does not use any addictive substances,
    - l) follows the teachers’ and other School staff instructions,
    - m) does not display aggressive behaviour,
    - n) is friendly, tolerant, kind, and sensitive to the negative behaviour of others,
    - o) respects his / her own and other people's property.
  - 2) VERY GOOD BEHAVIOUR (5):
    - a) the student prepares for lessons diligently,
    - b) always has School supplies,
    - c) actively participates in lessons,

- d) participates in the life of the class and School,
- e) uses generally accepted forms of politeness and manners,
- f) is distinguished by his polite and courteous behaviour in and out of School,
- g) does not display aggressive behaviour,
- h) is friendly, tolerant, kind, sensitive to the negative behaviour of others,
- i) cares for an aesthetic and neat appearance - wears a School outfit,
- j) does not use any addictive substances,
- k) respects his / her own and other people's property.

3) GOOD BEHAVIOUR (4):

- a) the student prepares for lessons diligently,
- b) always has the School supplies,
- c) actively participates in lessons,
- d) participates in the life of the class and School,
- e) uses generally accepted forms of politeness and manners,
- f) is distinguished by his polite and courteous behaviour in and out of School,
- g) does not display aggressive behaviour,
- h) is friendly, tolerant, kind, and sensitive to the negative behaviour of others,
- i) cares for an aesthetic and neat appearance - wears a School outfit,
- j) does not use any addictive substances,
- k) respects his / her own and other people's property.

4) PROPER BEHAVIOUR (3):

- a) has the necessary School supplies,
- b) retains a passive attitude during classes,
- c) doesn't disturb others,
- d) works according to his / her capabilities,
- e) participates in the life of the class and School,
- f) adheres to generally accepted norms,
- g) behaves politely and kindly,
- h) does not display aggressive behaviour,
- i) gives help and shows friendliness,
- j) cares for an aesthetic and neat appearance - wears a School outfit,
- k) does not use any addictive substances,
- l) is not socially active, does not show his own initiative, but at the instigation of the teacher is included in the life of the School,
- m) respects his / her own and other people's property.

- 5) INAPPROPRIATE BEHAVIOUR (2):
- a) very often doesn't have School supplies,
  - b) is frequently not prepared for the lesson,
  - c) can't apologise for negative behaviour,
  - d) doesn't take part in the life of the class,
  - e) disrupts the life of the class,
  - f) does not fulfil the obligations imposed by the teacher,
  - g) disturbs others, speaks out loud, does not participate during the lesson,
  - h) is sometimes vulgar,
  - i) often doesn't wear the School outfit,
  - j) has a disrespectful attitude towards teachers and other School staff,
  - k) destroys the School property.
- 6) REPREHENSIBLE BEHAVIOUR:
- a) doesn't have School supplies,
  - b) comes to lessons unprepared,
  - c) is vulgar and aggressive towards other students and teachers,
  - d) disrupts the life of the class, disturbs the conduct of lessons,
  - e) satirizes, provokes, hits others, and/or abuses physically and verbally other students or teachers,
  - f) destroys the School property and the property of others,
  - g) doesn't wear the School uniform.
3. Assessment of student behavior is not affected by the learning outcomes obtained by the student.
  4. The behaviour assessment is issued on the basis of:
    - 1) the main teacher's proposal on the basis of grades issued by other teachers during the School year and on the basis of the analysis of warnings entered in the Librus register,
    - 2) the student's self – appraisal,
    - 3) friend assessment.
  5. The mid-year and end-of-year assessment is carried out by the main teacher.
  6. At the student's or parent's request, the main teacher indicates ways to improve the assessment of behaviour.
  7. The Pedagogical Board, upon the main teacher request, gives opinions on the behavioural grade, the main teacher decides on the final mid-year and end-year assessment.
  8. The mid-year and annual behaviour classification includes the following basic areas:
    - 1) fulfilling the student's duties,
    - 2) acting in accordance with the good of the School community,

- 3) caring for the School's honour and traditions,
- 4) taking care of his / her own and other people's safety and health,
- 5) dignified, cultural behaviour at School and in public,
- 6) showing respect to other people,
- 7) social activity.

## § 25

### **Reward and Disciplinary System in Grades IV-VIII**

1. Exemplary behaviour is appreciated and rewarded by entering positive warnings into Librus.
  - 1) 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 actions, etc.
  - 2) Four Positive Warnings replace 1 Negative Warning.
  - 3) Each student who receives ten positive warnings in Librus receives a voucher as a reward for use with a selected teacher.
2. Neutral Warnings are written in 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.
  - 1) On the basis of neutral warnings, the main teacher will round off the semester / annual classification to a full grade.
3. The student receives a warning for incorrect behaviour based on the following criteria:
  - 1) After three verbal warnings, a negative warning is entered in the electronic 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.
  - 2) 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.
  - 3) Each teacher, before issuing a monthly assessment of behaviour, calculates their warnings and bases their assessment on the following scale:
    - a) 1 negative / neutral warning - maximum grade of 4
    - b) 2 negative / neutral warnings - maximum grade of 3
    - c) 3 negative / neutral warnings - maximum grade of 2
    - d) 4 negative / neutral warnings and more - grade 1.
  - 4) 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.

- 5) Ten negative warnings received causes a lowering of the semester / annual classification by one grade and the student will not be allowed to participate in School privileges (e.g. a disco, lottery, Freaky Friday, class outing, etc.).
4. For gross violation of the rules in particular for non-compliance with the prohibitions set out in § 13.1.11 a student may be punished without any warning and receive a Main Teacher reprimand, a Headmaster reprimand or be expelled from the School.
5. 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.
6. At the request of the Headmaster, the Pedagogical Board may make a suggestion towards the Headmaster reprimand. The final decision to award a Headmaster reprimand comes from the Headmaster.
7. A student who has received a reprimand from the Main Teacher or Headmaster may not participate in School events like a disco, lottery, \Freaky Friday or a class outing etc.
8. A 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.
9. A Headmaster 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.
10. Receiving a second Headmaster's reprimand during one School year leads to expulsion of the student.
12. The parents can recall in accordance with the procedure the Main Teacher reprimand or the Headmaster reprimand as stated in the Chapter 6.
13. The Main teacher reprimand or the Headmaster 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 the written reprimand.

## § 26

### **Rules of classification and promotion**

1. The mid-year classification consists of a periodic summary of a Pupil's educational achievements in educational classes defined in the School curriculum and a Pupil's behaviour, as well as in establishing mid-year classification marks for educational classes and a mid-year classification mark for behaviour according to the scale specified in the InterSchool Assessment System.
2. Pupils obtain marks for two curricula, each of them being marked separately:

- 1) the Polish curriculum is marked accordingly to the Polish guidelines,
  - 2) the English curriculum is marked with a descriptive mark for each subject.
3. The annual classification consists of periodically summarizing the student's educational achievements from the educational classes set out in the School teaching plan as well as determining the annual classification grades.
  4. The annual classification, as part of the Polish curriculum in grades I-III of primary School, consists of summarizing the educational achievements of the educational activities and the student's behaviour in a given School year and determining one annual classification grade from educational classes and the annual classification grade from behaviour.
  5. If, as a result of the interim classification, it was found that the student's level of educational achievement will prevent or hinder the continuation of education in the programmatically higher class (programmed half-year), the School will, if possible, provide the student with the opportunity to improve the areas of deficiencies.
  6. The student may not be classified from one or more educational classes if there are no grounds to establish a classification grade due to the student's absence exceeding half of the time allocated for these classes. In the event that the absences are justified, the pupil may take a classification exam.
  7. The annual (interim) grade assessment from educational classes determined by the teacher, or obtained as a result of the classification exam, is final and is subject to the situation when the pupil or his parents raise objections to the pedagogical director, considering that the annual (half-year) classification of educational classes or the yearly classification of behaviour has been determined contrary to the legal provisions regarding the mode of determining this assessment. Objections may be submitted within 3 days from the day of completion of didactic and educational activities.
  8. Starting from grade IV of primary School, the pupil, who as a result of annual classification under the Polish curriculum obtained from obligatory educational classes the average grades of 4.75 and at least a very good annual behaviour grade, receives promotion to the higher class with distinction.
  9. Starting from grade IV of primary School the pupil, who as a result of annual classification under the Polish curriculum obtained from obligatory educational classes the average grades 5.5 or is the winner of voivodeship and above voivodeship competitions, as well as the winner or finalist of the all Poland Olympiad organised by the Minister competent for education and has excellent annual behaviour grade, receives promotion to the higher class with distinction and is awarded the Golden Shield.
  10. A pupil fulfilling the Schooling obligation outside the School, which as a result of the annual classification under the Polish curriculum obtained from the obligatory educational classes the average of classifications at least 4.75, receives promotion to the higher class with distinction.

11. For the student who attended additional educational classes, religion and / or ethics, the average grade referred to in paragraph 8 also includes the annual classification grades obtained from these classes.
12. If the student did not participate in either religion or ethics classes, a mark ("religion / ethics -----) should be put on the School certificate leaving a place for grade assessment, without any additional annotations.
13. The mark for religion / ethics does not affect the promotion of the student to the next grade.
14. The pupil from Year I - III receives a promotion to the higher education class in each School year.
15. At the request of the student's parents and after obtaining the consent of the division's main teacher, or at the request of the Main Teacher after obtaining the consent of the student's parents, the Pedagogical Board may decide to promote a pupil in grade I - II to the higher - class division, during the School year, if the level of development and achievements of the student is predicting mastering the content provided in the curriculum of the two classes, in one School year.
16. In exceptional cases, the Pedagogical Board may decide to retain a student of grade I - III on the basis of an opinion issued by a physician or a public Psychological and Pedagogical Counselling Centre and in consultation with the pupil's parents. If the student has not mastered the knowledge and skills sufficiently to achieve educational success in the second stage of education (IV - VIII), at the end of the third grade, the parents are informed about it by the main teacher. The information about the interview is recorded in the class register. The parents confirm, by signing, that they were informed about the student's lack of knowledge and skills of classes I - III.
17. Starting from class IV, the student receives a promotion to the higher education grade, if from all compulsory educational classes specified in the School teaching plan, he / she has obtained annual classification grades higher than the unsatisfactory grade.
18. The winners of voivodeship and above voivodeship competitions, as well as winners or finalists of the all Poland Olympiad, which is organised by the Minister responsible for education and upbringing, will receive from the given educational classes the highest positive annual classification grade.
19. A student who obtained an unsatisfactory grade at the end of the School year from one subject, may take a resit examination without the opinion of the Pedagogical Board.
20. Starting from grade IV, a student who, as a result of the annual classification, obtained an insufficient mark from one of the obligatory educational classes, may retake an exam. In exceptional cases, the Pedagogical Board may agree to the resit examination of two compulsory educational classes.
21. Taking into account the educational possibilities of the student, the Pedagogical Board may, once during a given educational stage, promote the student, who has not passed the compulsory education

exams, to a higher grade provided that these classes are in accordance with the School teaching plan and implemented in the grade programmatically higher.

## § 27

### **Classification examination**

1. The classification exams take place on dates set by teachers, but no later than 2 days before the Pedagogical Board's classification meeting.
2. The classification examinations in visual arts, industrial arts, music, IT and PE are mainly in the form of practical tasks.
3. The classification exam is carried out by a commission consisting of:
  - 1) the teacher who conducts the given educational activities as the chairman of the commission;
  - 2) a teacher conducting the same or related educational activities.
4. The classification exam is also passed by the student implementing the individual course of study based on separate regulations. The examination is carried out by a committee consisting of:
  - 1) a teacher conducting the same or related educational activities;
5. The date of the exam is agreed with the student and his parents.
6. The classification exam is also passed by a student who fulfils the Schooling obligation outside of School. The examination is carried out by a commission appointed by the Pedagogical Director, which includes:
  - 1) the Headmaster or the teacher appointed by him / her as chairman of the commission,
  - 2) teachers of educational classes defined in the School teaching plan for the appropriate class.
7. If the student is not classified in the course of educational activities in the documentation of the teaching course, "unclassified" is entered, instead of the classification assessment.
8. The final grade determined by the teacher or obtained as a result of the classification exam is final (with the exception of students who received a failing grade as a result of the classification exam).
9. The insufficient annual classification grade from educational classes determined by the teacher or obtained as a result of the classification exam may be changed as a result of the resit examination.

## § 28

### **Resit examination**

1. The resit exam is done in a written or oral form.
2. The resit exams for art, music, artistic classes, technical classes, IT and PE are primarily in the form of practical tasks.

3. The date of the resit examination is set by the Pedagogical Director prior to the day of completion of the annual didactic and educational activities.
4. The resit examination is carried out by a commission consisting of:
  - 1) The Director for Pedagogical matters or the teacher appointed by her / him as the chairman of the commission,
  - 2) the teacher who conducts educational activities,
  - 3) a teacher conducting the same or related educational activities.
5. The teacher may be discharged from participating in the work of the commission at his / her own request or in other, particularly justified cases. In such a situation, the Pedagogical Director appoints another teacher to the committee conducting the same educational activities, and an appointment of a teacher employed at another School is in agreement with the Headmaster of the School
6. A report shall be drawn up from the resit examination, containing in particular:
  - 1) the name of the educational activities from which the exam was conducted,
  - 2) first names and surnames of the people included in the commission,
  - 3) the date of the resit examination,
  - 4) first name and the surname of the pupil,
  - 5) exam exercises,
  - 6) determined classification grade.
7. The minutes shall be accompanied by the student's written work, brief information about the student's oral responses and information on the practical implementation of the student. The report is an attachment to the pupil's assessment sheet.
8. The student who, for justified reasons, did not take the resit examination within the determined period, may take it at an additional date, designated by the Pedagogical Director, but not later than by the end of September of a given year.
9. The student who has not passed the resit exam does not receive promotion to the higher grade and repeats the class.
10. The annual classification assessment determined as a result of the resit examination is final.

## **§ 29**

### **Conditions and procedures of obtaining higher annual classification assessment from educational classes**

1. In order to increase the grade from a given subject, the student, after fulfilling the conditions of point 4, has the right to take the verifying exam.
2. As a result of the verifying exam the student may obtain a grade higher by one level than the grade received at the end of the School year:

- 1) from grade low pass to satisfactory,
  - 2) from grade satisfactory do good,
  - 3) from grade good to very good.
3. The very good grade to excellent is not subject to the verifying exam.
4. Conditions for applying for an exam increasing the classification grade:
- 1) all justified absences from educational activities in a given subject;
  - 2) presence on all (from the beginning of the School year) class works in the first dates set by the teacher, excluding important random causes;
  - 3) improvement of grades from class work on an ongoing basis; the average of all grades from the tests may not be lower than 0.6 of the grade for which the student is applying.
  - 4) systematic work throughout the School year expressing proper preparation for lessons and activity during classes;
  - 5) presenting a proper attitude to School duties and a positive behaviour of the student
5. The procedure for conducting the exam increasing the classification grade:
- 1) within three working days from the date of informing about the forecasted classification grades, the parents notify in writing a motivated request for a checking exam to the Pedagogical Director,
  - 2) the subject teacher and the main teacher check the conditions for obtaining the above-mentioned grade by the student;
  - 3) The Headmaster, after accepting the request, sets the date of the examination before the classification board. The exam may take place the day after the parents submit their application.
6. The verifying exam is carried out by a commission appointed by the Headmaster. The commission consists of:
- 1) the Headmaster as the chairman of the commission,
  - 2) the teacher who conducts educational activities,
  - 3) a teacher conducting the same or related educational activities.
7. A report containing the composition of the commission, first name and the surname of the student, the name of the educational activities from which the exam was taken, the date of the exam, exam tasks, results and the determined classification grade are drawn up from the examination. The student's written work and concise information about the student's oral responses are attached to the minutes.

## § 30

### **Procedures and conditions for obtaining higher than forecasted behaviour assessments**

1. The student and his parents, have the right to appeal against the behaviour assessment determined by the main teacher, if this grade is in his and his parents' opinion underestimated or not in accordance with the procedure.
2. The consideration of the appeal is submitting in writing to the Pedagogical Director by the student or parents, no later than three days before the teacher's classification meeting.
3. In order to consider the student's or his parents' request, the Pedagogical Director appoints a committee composed of:
  - 1) management representative as chairman,
  - 2) main teacher,
  - 3) one additional teacher.
4. At the request of the student or parents in the committee's work, without voting rights, a member of the Parents' Association and / or a representative of the Students' Council can participate.
5. The main teacher presents the justification of the student's behaviour assessment to the Board, in relation to the Behaviour Assessment Regulations.
6. The Board may consult representatives of the School community.
7. After the recognition of the appeal, the Board may:
  - 1) increase the behaviour assessment;
  - 2) maintain a behaviour assessment determined by the main teacher.
8. A report from the meeting is prepared containing: the members of the commission, the date of consideration of the case, the decision of the commission resulting from the vote with its justification on increasing or maintaining the behaviour assessment determined by the main teacher.
9. In the case of an equal number of votes, the chairman's vote is decisive. The report is an attachment to the assessment sheet.
10. The student and his parents are notified of the committee's decision by the Pedagogical Director.
11. The annual classification grade determined by the commission cannot be lower than the previously determined grade. The assessment of behaviour set by the committee is final.

## § 31

### **Finishing Primary School**

1. The student completes primary School if, as a result of the final classification which includes annual classification grades from obligatory educational classes obtained in class VIII and annual

classification grades from obligatory educational classes, and implementation ended in lower-taught classes, obtained classification grades higher than the grade failed.

2. The student completes primary School with distinction if, as a result of the final classification referred to in paragraph 1, he obtained from the obligatory educational classes under the Polish teaching program an average of at least 4.75 and at least a very good behaviour assessment.

## **CHAPTER 6**

### **Procedure for accepting and processing complaints, applications and appeals**

#### **§ 32**

##### **Accepting complaints and applications**

1. Complaints and applications are accepted by: the School Directorate and the Persons Running the School.
2. The subject of the complaint may include, in particular, neglect or improper performance of tasks by School staff, violation of the child's personal dignity or the applicant's interests.
3. The subject of the application may include, in particular, matters of organization improvement, work improvement and prevention of abuse, protection of property, better meeting the needs of School customers.
4. Complaints and applications may be submitted:
  - 1) in writing at the School office, during the office hours, with confirmation of acceptance by the recipient,
  - 2) by e-mail to the e-mail address of the Headmaster or the the Persons Running the School (the addressee confirms receipt of a complaint or application by e-mail within 72 hours, in the absence of an e-mail confirming receipt, the applicant contacts the School via the secretary's office to investigate whether the recipient has received the complaint or application),
  - 3) via Librus (electronic journal) where automatic confirmation of reading the message is immediate.
5. Complaints, applications and appeals not falling within the competence of our facility shall be forwarded, after prior registration, to the applicant with the indication of the appropriate addressee.
6. The complaint or application shall contain:
  - 1) the title - whether it is a "complaint" or "application",
  - 2) name and surname of the person making the complaint or application,
  - 3) date of lodging the complaint, the application (in the case of a complaint, a written application),

- 4) brief description of the case,
  - 5) name of the person to whom the complaint is addressed, (in the case of a complaint, a written application)
  - 6) signature of the applicant (in the event of a written complaint or a written application)
  - 7) information whether the answer is to be given via Librus (electronic journal) or sent by post with acknowledgment of receipt.
7. Registering, directing and controlling the implementation of complaints and applications is coordinated by the School secretary who:
- 1) maintains a register of complaints and applications,
  - 2) within three days refers the case to the person appointed to examine it,
  - 3) supervises the timely consideration of complaints,
  - 4) provides applicants with information on complaints and requests with necessary information about the course of the case,
  - 5) enters the date of their settlement.
8. The register of complaints includes the following headings:
- 1) ordinal number as a case number
  - 2) date of receipt of the complaint / application,
  - 3) address of the person or institution lodging the complaint / application,
  - 4) information on the subject of the complaint / application,
  - 5) time limit for settling the complaint / application,
  - 6) name and surname of the person responsible for settling the complaint / application,
  - 7) date of settlement,
  - 8) brief information on how to settle the matter.

### § 33

#### **Processing of complaints and requests**

1. The dispute shall be settled by the Director after a thorough analysis of the complaint.
2. From the explanation of the complaint / application, documentation should be prepared containing:
  - 1) original complaint / application,
  - 2) supporting material collected during the explanation of the complaint / application (statements, opinions, photocopies of documents, excerpts, anecdotal notes, etc.),
  - 3) a reply to the applicant, informing how to resolve the case, sent via Librus (electronic journal) or at the request of a parent,
  - 4) a letter to the the Persons Running the School, if required by the case.

3. The response to the complaint / application should include:
  - 1) designation of the authority from which it originates,
  - 2) comprehensive information on how to settle the matter with reference to all the allegations contained in the complaint/ applications,
  - 3) factual, legal (giving legal basis) justification, if the complaint / application was refused,
  - 4) name and surname, signature and position of the person authorized to settle the complaint.
4. Full documentation at the end of the case, no later than 7 days after receiving confirmation of receipt of the response to the complaint / application, shall be forwarded to the School secretary with a signature in the complaints / applications register.
5. In the case of a teacher / employee making recommendations by the person examining the complaint, a copy of this letter should be attached to the documentation. The issued recommendations are carried out by the person who is managing them

### **§ 34**

#### **Deadlines for handling complaints and applications**

1. The deadline for considering the complaint / application is up to one month from the date of receipt, in the case of a complaint or application that is quite challenging, the deadline is 2 months.
2. The secretary has 3 days to register complaints and applications in the register and pass it to the Headmaster.
3. Up to 14 days the School should:
  - 1) Return the complaint or application to the applicant with the indication of the competent authority if the complaint or application was directed to the wrong one,
  - 2) send information to the applicant about the postponement of the deadline for settling the complaint or application with the reason for the transfer, if it is not possible to arrange them within a specified period,
  - 3) request the person requesting additional information regarding the complaint or application,
  - 4) provide an answer when the complaint or request is repeated and the new circumstances of the case are not indicated.

### **§ 35**

#### **Appeals**

1. Appeals are submitted to the Headmaster, through the secretariat, in writing, with confirmation of acceptance by the recipient.
2. Appeals against decisions of the Headmaster are lodged with the Persons Running the School, through the secretariat, with confirmation of acceptance by the recipient.

3. The appeal shall contain:
  - 1) date of appeal
  - 2) appellant's details (name, surname, address, student data, class),
  - 3) appeal body - name of the person to whom the appeal is addressed,
  - 4) indication of the contested decision (date of decision),
  - 5) data of the authority issuing the decision,
  - 6) indication of the legal basis of the appeal,
  - 7) allegations against the decision.
4. Appeals from a Main Teacher reprimand are delivered to the Headmaster within 3 days of receiving the reprimand and forwarded to the student.
5. Appeals from a Headmaster reprimand are lodged with the the Persons Running the School, within 3 days of the information on receipt of the reprimand and forwarded to the student.
6. The deadline for considering the appeal is 14 days from the date of receipt. In the case of challenging appeals, the deadline is one month.
7. Within 7 days:
  - 1) return the appeal to the appellant with an indication of the appropriate authority, if the appeal was directed to the incorrect authority,
  - 2) send information to the applicant on postponing the deadline for settling the appeal, stating the reason for the deferment, if it is not possible to settle within a specified period,
  - 3) ask the person requesting additional information regarding the appeal.
8. The decision of the Persons Running the School is final.
9. The body examining the appeal may:
  - 1) uphold the contested decision,
  - 2) overrule the decision.

## **CHAPTER 7**

### **Teachers and other School employees**

#### **§ 36**

#### **Rights and obligations**

1. The rights and obligations of the Teachers and School Staff employed at the School are regulated by the legal provisions applicable in the Republic of Poland, in particular the Labour Code and the

Civil Code, also Terms and Conditions given with the contract and Regulations “Handbook for Teachers”

2. The Persons Running the School execute employment contracts, contracts of mandate, contracts of specific work and cooperation contracts with Teachers and other School Employees, along with a predefined scope of their obligations.
3. The obligations of other School Employees include:
  - 1) performing activities according to the scope of obligations assigned to them and in compliance with the Labour Code and Civil Code provisions,
  - 2) reacting to Pupils’ behaviour worth praising or requiring a warning, as well as informing the Pupil’s Class Teacher about such behaviour,
  - 3) communicating observations concerning a Pupil’s behaviour to the Class Teacher or to the Director for Pedagogical Matters.
4. Other School Employees are entitled to:
  - 1) participate in School ceremonies,
  - 2) work in safe and healthy conditions,
  - 3) be remunerated for work according to the rules of remuneration adopted by the Persons Running the School.

## **§ 37**

### **Teachers**

1. A Teacher performs teaching, educational and care work, is responsible for the quality and outcomes of the work and for the life, health and safety of pupils entrusted to him/her.
2. The obligations of the Teacher include:
  - 1) concern for the quality of teaching, educational and care work,
  - 2) systematic enhancing and updating his/her knowledge and professional competences,
  - 3) providing Pupils with help in overcoming their challenges,
  - 4) applying the principles of impartiality and objectivism in assessing Pupils,
  - 5) participation in the Pedagogical Board meetings,
  - 6) respecting the culture of co-existence in relations to the members of the School Community in and outside the School,
  - 7) correct and timely School record-keeping,
  - 8) taking care of the workplace and being responsible for the School property entrusted to him/her,
  - 9) respecting Pupil’s rights,
  - 10) reacting immediately to any observed situations or Pupils’ behaviour presenting a risk for their safety,

- 11) paying attention to third persons present on the School premises and asking them to state the objective of their presence on the School premises, as well as informing the Director for Pedagogical Matters or the Managing Director about this fact,
- 12) informing the Managing Director immediately about any events fulfilling the conditions of an offence or presenting a risk for health or life of the persons present on the School premises

### **§ 38**

#### **Main teacher**

1. The Director for Pedagogical Matters places each class of Pupils under the educational care of one of the Teachers, hereinafter referred to as the “Main Teacher”.
2. The Main Teacher’s tasks include:
  - 1) creating conditions that support a Pupil’s development, his/her learning process and preparation for family and social life,
  - 2) taking care of Pupils’ health and ensuring their safety,
  - 3) following the educational progress of his/her Pupils, as well as ensuring their systematic participation in classes,
  - 4) cooperating with the Teachers teaching in his/her class by agreeing upon and coordinating the actions taken towards each and every one of his/her Pupils,
  - 5) staying in constant contact with Parents,
  - 6) making his/her Pupils familiar with the applicable Statute and other regulations.

### **§ 39**

#### **Teacher’s Rights**

1. A Teacher is entitled to:
  - 1) be remunerated for work according to the School rules of remuneration adopted by the Persons Running the School,
  - 2) apply teaching and educational methods endorsed by the Persons Running the School, including the right to choose handbooks and educational aids together with the Director for Pedagogical Matters,
  - 3) work in safe and healthy work conditions,
  - 4) enhance his/her professional competences by participating in diverse forms of professional development,

- 5) decide about the choice of the curriculum, methods, organisational forms, handbooks and educational aids in teaching his/her subjects,
- 6) decide about the content of the programme of a subject-related or interest circle.

#### **§ 40**

#### **Psychologist / Counselor**

1. The tasks of a psychologist include in particular:
  - 1) conducting diagnostic tests and activities concerning Pupils, including diagnosing potential abilities and supporting a Pupil's strengths,
  - 2) diagnosing educational situations in order to support a Pupil's development, defining appropriate forms of psychological and pedagogical work, including preventive, mediation and intervention measures concerning Pupils, Parents and Teachers,
  - 3) organising and conducting various forms of psychological and pedagogical work for Pupils, Parents and Teachers,
  - 4) minimising the effects of development disorders, preventing behaviour disorders and initiating various forms of educational assistance in the School and Non-School Environment of a Pupil,
  - 5) supporting Class Teachers, educational teams and other problem and activity-based teams in their activities resulting from the School Educational Programme and the prevention programme, which are referred to in separate regulations,
  - 6) conducting periodic analyses of the educational situation in the School,
  - 7) systematic record-keeping of his/her activity.

### **CHAPTER 8**

#### **School Organisation**

#### **§ 41**

#### **School Year organisation**

1. The School year is divided into two semesters; the first semester (September-January) and the second semester (February-June).
2. The start and end dates of teaching and educational classes, festive holidays, winter and summer holidays, as well as other School holidays are defined by the Persons Running the School, taking into account the provisions on the organisation of the School year in Public Schools.
3. The start and end dates of the School year and the winter and summer holidays are compliant with the dates concerning the School year organisation adopted by the Ministry of National Education.

4. The first semester is concluded with the mid-year classification. The second semester is concluded with the end-year classification. The classification rules are indicated in the Internal Assessment Policy, which is an integral part of the Statute.
5. The School year organisation comprises an allocation of lesson hours for particular Teachers, a weekly list of the lesson hours for particular subjects in classes, the start and end dates of educational classes, the dates of festive holidays and winter and summer holidays.
6. The basic form of the School work are teaching and educational classes conducted in the class-lesson system, five days a week, except for holidays, Saturdays and Sundays.
7. A class hour lasts 45 minutes; however, it can be prolonged to 60 minutes or form a block of classes in justified cases.
8. Classes in grades 0 to 3 are not subject to the 45-minute time-limit. The time system is adapted by the Teacher teaching the classes.
9. An additional foreign language is introduced from the 3<sup>rd</sup> grade.
10. Pupils attending the classes mentioned in paragraph 9 receive a mark for additional classes on their School Certificates.
11. The basic organizational unit of the School is a branch called the class, whose number does not exceed 18 students.
12. Having completed grades 0 or III, in grades I or IV, Pupils from parallel units are mixed, and new groups are created. In exceptional situations, class mixing can also take place in other age - groups.
13. Siblings applying for the same unit are divided into two different units, provided the School has two units in a given year.
14. The Director for Pedagogical Matters places each class under the particular educational care of one of the Teachers.
15. The School is open on all School days from 8 a.m. to 6 p.m.
16. The After School club operates within the School and provides students with safety under the supervision of a teacher on duty.
17. A Child who is at least seven years old is allowed to return home on his/her own, provided his/her Parents present written permission. Parents bear all the consequences of the fact that their Child returns home on his/her own.
18. If there has been a change in the way parental authority is exercised regarding the Student affecting School responsibilities, in particular the possibility of picking up the Student from School, justifying absence or access to Librus, parent or parents are obliged to immediately inform the School in writing, indicating the scope of these changes.
19. If a student is feeling unwell, he / she can be released home only if he / she is picked up by a parent or an authorized adult.
20. Unjustified hours of being absent or late have an impact on the mark for behaviour.

21. Parents are obliged to inform the Class Teacher of a Pupil's absence lasting longer than three days.

## § 42

### Organisation of a Reception unit

1. The basic organisational unit is a unit comprising Children of a similar age, taking into account their needs, interests, and talents, as well as type and degree of disability.
2. A class hour in the Reception unit lasts 30 minutes.
3. The classes taught in the Reception unit are documented pursuant to separate provisions.
4. The work in the Reception unit is organised in line with a framework day schedule as established by the Director for Pedagogical Matters upon a request of the Pedagogical Board, taking into account the healthcare and occupational safety and health rules and the Parents' expectations. The framework day schedule comprises the following weekly proportions of the organisation of time during which Children are present in the Reception unit:
  - 1) at least one fifth of the time is intended to be spent on playing: during this time, Children play freely, with a limited participation of the Teacher;
  - 2) at least one fifth of the time is spent in the School garden, on the pitch, in the park or on a trip (the teacher organises plays and physical games, sport activities, observations of the nature, clean-up and garden work);
  - 3) a maximum of one fifth of the time is spent on various educational classes taught according to the selected Reception curriculum;
  - 4) according to the needs, the rest of the time is spent on: performing activities of the Teacher's choice (such activities include care, self-service, organisational activities), providing psychological and pedagogical care, as well as holding remedial classes for disabled children.

## § 43

### Recruitment

1. Registering candidates takes place throughout the year. The entry form is deemed to be a record.
2. Supplementary recruitment takes place throughout the whole School year if there are free places.
3. The Director for Pedagogical Matters appoints the Enrolment Team.
4. Recruitment starts in January and lasts until the end of March of the same calendar Year.
5. Participation in the recruitment process is payable. Information on the payment is available on the School's website or is provided at the secretary's office.
6. The rules of enrolment:

- 1) Grade 0 and I:
  - a) the Parents submit an application form for enrolling their Child in the School with the School Secretariat or by e-mail,
  - b) the Parents participate in a meeting concerning the enrolment, led by the Headmaster of the School,
  - c) the Child takes a School readiness test and a test in English, administered by the members of the Enrolment Team,
  - d) in particularly justified cases, the School headmaster may admit a student on the basis of a test written outside the School
- 2) grades II - VIII;
  - a) Parents submit an application form for enrolling their Child in the School with the School Secretariat or by e-mail,
  - b) the last School report confirming that the Child was promoted is presented (or parents consent),
  - c) the Parents participate in a meeting concerning the enrolment, led by the Headmaster of the School,
  - d) in particularly justified cases, the School headmaster may admit a student on the basis of a test written outside the School
  - e) participation of the student on trial days or days during which his / her level of knowledge and skills is checked in relation to the class to which he / she applies.
7. The dates of meetings with the Headmaster of the School and the Enrolment Team are defined by the School Secretariat.
8. The School first provides a place for the siblings of students attending the School or siblings attending the Kids 'Academy Kindergarten and their pupils from the Kids' Academy Kindergarten,
9. The decision on a Pupil's acceptance is made by the Director for Pedagogical Matters on the basis of the opinion of the Enrolment Team and the results of the tests administered.
10. After receiving the confirmation that their Child was accepted, the Parent concerned is obliged to sign a contract for the provision of educational services with the School within the dates stated in the contract.
11. In the event of registering more children than the limit of places, a reserve list of candidates for individual departments for a given School year is created.
12. The School reserves the right not to accept a candidate who holds a certificate for the need of special education when the Parents are unable to provide the School with a special organization of study and working methods or to organize revalidation classes for such a student.
13. The School may refuse to admit a student without providing a reason.
14. The School does not issue written or oral opinions regarding the skills of the candidates.

## § 44

### **Other School activities**

1. The extracurricular activities organised by the School fall under the responsibility of the Teacher holding these activities.
2. The Teacher preparing extracurricular activities is obliged to receive permission from the Director for Pedagogical Matters as regards to their dates and programme.
3. If any activity is conducted outside the premises of the School and its closest environment, it is necessary to fill in a trip chart. An approval of a trip chart by the Director for Pedagogical Matters is equivalent to authorisation for holding activities outside the premises of the School (does not apply to compulsory classes conducted outside the School premises, e.g. physical education).

## § 45

### **Safety Rules**

1. The physical and psychological safety of Pupils present in the School during obligatory and extracurricular classes falls under the responsibility of the Teacher holding these activities.
2. In the case of rooms presenting a higher risk (gym, IT room), Teachers are obliged to prepare regulations concerning these rooms and make Pupils familiar with these regulations.
3. A leading Teacher ensures that Pupils leave the classroom in good order after a lesson.
4. During breaks between lessons, Teachers provide supervision according to a prepared schedule and the supervision rules.
5. Pupils are forbidden to leave the premises of the School during breaks, educational classes and extracurricular classes when the timetable indicates they should be present on the School premises.
6. When the weather permits, Pupils may go to the square behind of the School during breakfast and lunch breaks.
7. Teachers and other School Employees check the Pupils' attendance at classes and react to unjustified absence by informing the Class Teacher, the psychologist or the Director for Pedagogical Matters.
8. A Pupil may leave the School during educational classes upon a written or oral (e.g. communicated by phone) request of the Parents. The decision is made by the Class Teacher, a subject Teacher or the Director for Pedagogical Matters. In such a case an entry concerning a justified absence is made in the class register.

**CHAPTER 9**  
**School's finances**

**§ 46**  
**Sources of funding**

1. The funding sources of the School are the following::
  - 1) the tuition fee paid by the Parents of the Children attending the School;
  - 2) national grants provided by the Municipal Office;
  - 3) other possible grants and donations.
2. The detailed rules of enrolment and tuition are defined in the contract for the provision of educational services signed between the Pupil's Parents and the School in the presence of the Persons Running the School or the Headmaster of the School.

**CHAPTER 10**  
**Final provision**

**§ 47**  
**School monitoring**

1. At School from March, 2, 2020 video monitoring has been introduced.
2. Detailed rules for the functioning of visual monitoring at the School are set out in the Regulations for the operation of visual monitoring at the School.

**§ 48**  
**Statute change**

1. These Statute may be amended by a decision of the Persons Running the School on their own initiative or upon request of one of the School Bodies.
2. The Managing Director's duty is to inform parents about changes in the Statute, in accordance with the principles set out in the Agreement for the provision of educational services concluded between the Student's parents and the School.
3. Parents are obliged to read the Statute before signing the contract for the provision of educational services with the School and after each change of its content.

**§ 49**

### **Information obligation and final provisions**

1. It is the responsibility of the Persons Running the School to inform parents about the amount and date of fees applicable at the School, as well as about any changes to them.
2. The School's statute and regulations should be available to all interested parties.
3. Matters not covered by this Statute shall be settled on the basis of applicable law.
4. The Statute shall enter into force on March 2, 2020, pursuant to the decision of 1/19/20 of the Persons Running the School. As of March 20, 2020, the Statute currently in force expires.
5. The educational programme, as well as the School regulations and procedures constitute an integral part of these Statute.