

SCHOOL REGULATIONS

Czech School without Borders, London

Country: United Kingdom

Address: 26-30 Kensington Palace Gardens, W8 4QY London

Legal status: A Company Limited by Guarantee, no 7323697

Registered Charity Number 1151158

The school regulations are valid since 01/04/2015

Education is performed in compliance with the Frame Educational Programme for pre-school education (RVP PV) and the Frame Educational Programme for Primary Education (EVP ZV) in accordance with Section 18 (c) (1) of Regulation no. 48/2005 Sb. dealing with primary education and certain matters of compulsory school attendance as subsequently amended.

I. Rights and Obligations of pupils and their legal representatives at school and details about the rules on mutual relations with educational staff

A. The rights of pupils and their legal representatives

1. Pupils and their legal representatives have the right to be informed about the education progress and results.
2. Pupils have the right to have their say on all decisions regarding their education, their views should be considered in line with their age and developmental stage.
3. Pupils have the right for protection against any form of discrimination and violence.
4. Pupils have the right to be introduced to all regulations concerning their presence and acting in school.
5. Legal representatives have the right to have their say on all important decisions regarding education of their children and participate in solving problems which emerge from the teaching.
6. Legal representatives have the right to view the annual reports.

B. Obligations of pupils and their legal representatives

1. Pupils attend school in time in accordance with the time schedule.
2. Pupils abide by the school rules and respect regulations.
3. Pupils follow instructions given by educational and operational staff and respect both adults and schoolmates.
4. Pupils are careful with the learning material they were given; they keep their learning environment and common grounds of the school clean.
5. Pupils do not leave the teaching room without the consent of the teacher.

6. Pupils mind their health and the health of their schoolmates; they are forbidden to do any health-harming activities (smoking, drinking alcohol, substance misuse).
7. Pupils prepare for their lessons regularly and systematically, do their homework, go to school prepared with all the learning materials.
8. Pupils do not bring objects to classes which have nothing to do with the teaching and might harm their or other people's health and safety; also, such objects which might cause a material harm to the teaching premises.
9. Pupils don't bring their mobile phones to school and don't use them both during lessons and breaks. If pupils bring their mobile phones to school, teachers are entitled to collect all mobile phones at the beginning of the lessons and give them back at the end.
10. In case of an illness, pupils do not attend classes.
11. Legal representatives are obliged to immediately report any infectious illness of their child (especially such illnesses which require the child to exclude itself from other children and which require other precaution in order to protect public health) and allergies; they are also obliged to report anything which might influence the progress of teaching.
12. Legal representatives are obliged to report in advance the absence of their child to the teacher; if they do not know it in advance (for instance a sudden illness), they immediately let the teacher know via e-mail.
13. Legal representatives bring their children to school in time and they come pick them up in time.
14. It is the legal representatives who pick up their child from school. The legal representative shall report any exceptional case when the child needs to be picked up by other person to the teacher when bringing the child to class on the school day.
15. Legal representatives are obliged to report any changes in personal details of the child to the tutor.

II. Operation and internal regime of the school:

A. The structure and training concepts of the school

Czech School without Borders, London only takes place once a week and only offers subjects regarding the Czech language, literature and Czech realities. Pupils perform their compulsory schooling at English schools. Education is based on the training programme of Czech Schools without Borders, created in accordance with RVP PV. The programme respects the training concepts of the Czech Republic and satisfies the claims on acquired key competences, expected results and hour duration, although the curriculum is adjusted to the school's own needs. Czech Schools is not equivalent of an elementary school in the Czech Republic and therefore cannot fully replace the education which children in the Czech Republic get. It is impossible to expect a child in a different language surrounding to have the same results as a child permanently living in the Czech Republic. An inevitable

part of the education is homework for which are responsible the legal representatives of children and which makes an inevitable part of the education time allocation required by the Ministry of Education.

Czech School without Borders is divided in two main section: pre-school section (from 15 months to 5 years) and school section (from 5 years).

1) Pre-school section (from 15 months to 5 years)

The aim of the pre-school section is to develop active vocabulary in the Czech language, helping pupils with correct pronunciation and making children familiar with Czech traditions. The pre-school section aims to prepare pupils for the reception class.

- a) Pupils arrive at school at least five minutes before the start of the lesson
- b) In case of the youngest pupils less than 3.5 years old, adults who bring them to school stay during the lesson and participate with the child. Legal representatives of children between 3 and 5 years first give the children to the educational staff, only then can they leave the building. It is possible that they participate in the lesson if they arrange it with the educational staff.
- c) Legal representatives pick up their children in time.
- d) Classes take place every Saturday except for school holidays. For children aged 15 months to cca 3,5 years (Baby group and Group A) the lessons start at 10:00 and end at 11:00. For children from 3 to 5 years (Group B), it is from 11:30 or 12:00 to 14:00.
- e) It is the director who decides which group the children go to, based on teachers' recommendations. Pupils are accepted until the capacity of the ais full.
- f) A part of a binding enrolment is filling of the application and payment.
- g) Communication between legal representatives and teachers is oral when the legal representatives bring their child in school. Written communication is via e-mail.
- h) Teachers are responsible for pupils during both school and extra-curricular teaching. i.e. during all activities organised by CSWB London as a part of the pre-school education, unless pupils are accompanied by their legal representatives.
- i) Every injury is reported by the teacher who informs the legal representative.
- j) All educational and organisational staff are obliged to immediately give first aid in case of any injury or accident, call medical help if needed or ensure transport of the injured to a health-care institution. They are also obliged to immediately inform the school director and legal representatives of the pupil.

2) School section (from 5 years)

Education in this age category is focused on the following: Language and communication, People and their world, History, Civics and Geography. Its aim is to keep developing the language skills of the pupils in both oral and written Czech, and draw them closer to Czech culture, especially literature, the structure of Czech language, history of Czech lands, geography of the Czech Republic and national symbols. The school tries to make these children feel connected to the Czech nation and to learn things which they cannot learn at their schools abroad.

- a) Pupils arrive at school at least five minutes before the start of the lesson.
- b) Legal representatives first leave their child to the educational staff before they can leave the building. If they have a written permission from their parents, pupils over 10 years are allowed to leave by themselves.
- c) Legal representatives pick up their children in time.
- d) Classes take place every Saturday except for school holidays from 10:00 to 14:00.
- e) In case of absence, pupils learn facts which were taught in the lesson themselves and do homework for the lesson they missed as well as on the following lesson.
- f) Pupils are allowed to miss 30% of the total number of lessons.
- g) A part of a binding enrolment is filling of the application and payment.
- h) School provides pupils with textbooks and workbooks; children have to bring other aids required by the teacher on their own.
- i) Pupils bring their own lunch.
- j) Only those pupils who are able to communicate in Czech on the basic level are allowed in year 0. Before entering year 0, the child takes an entrance test where their ability to understand and speak in the Czech language is examined. In case of insufficient knowledge, legal representatives are advised to enrol their child in a Sunday additional course (A Step Towards Czech). After the transfer from year 0 to year 1, there is no longer an entrance test, but it is the level of the pupil's skills and results in the final test that decide whether the pupil goes forward.
- k) Pupils are accepted in higher years according to their age. If their level is not sufficient, they are offered to go one year lower or there are other alternatives.
- l) Communication between legal representatives and teachers is oral when the legal representatives bring their child in school or at the parent teacher meetings. Written communication is via e-mail.
- m) Teachers are responsible for pupils during both school and extra-curricular teaching. i.e. during all activities organised by CSWB London as a part of the pre-school education, unless pupils are accompanied by their legal representatives.
- n) Every injury is reported by the teacher who informs the legal representative.

- o) All educational and organisational staff are obliged to immediately give first aid in case of any injury or accident, call medical help if needed or ensure transport of the injured to a health-care institution. They are also obliged to immediately inform the school director and legal representatives of the pupil.