



# ŠKOLNÍ ŘÁD

## **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

**Last update:** 23/02/2024

Education is carried out 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 any problems that emerge.
6. Legal representatives have the right to view the school's annual reports.

### **B. Obligations of pupils and their legal representatives**

1. Pupils arrive at school on time, in accordance with their timetable.
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 respectful towards the learning material they are given; they keep their learning environment and common grounds of the school clean.
5. Pupils do not leave the teaching room without teacher's consent.
6. Pupils mind their health and the health of their schoolmates; they are forbidden to engage in 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 necessary materials
8. Pupils do not bring objects to class which are irrelevant to their learning, might harm them or pose a risk for other people's health and safety; also such objects, which might cause a material damage to school premises.
9. Pupils do not use their mobile phones at school, including break times, except for learning activities outlined by the class teacher. The mobile phones are kept with parents or the class teacher.
10. Should a pupil fall ill, they 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 themselves from other children and which require other precaution in order to protect public health) and allergies; they are further obliged to report anything that might affect their children's learning.
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 let the teacher know via email as soon as they are able to.
13. Legal representatives bring their children to school on time and they collect them on time.
14. Legal representatives collect their children from school. The legal representative shall report any exceptional case where their child needs to be collected by another 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 their class teacher or the school office.
16. Legal representatives are obliged to provide their telephone contact as well as an additional emergency contact (family member, friend, colleague...), which can be used in case the school is unable to reach the legal representative.

## **II. Operation and internal regime of the school:**

### **A. The structure and educational concepts of the school**

Czech School without Borders, London takes place once a week and only offers subjects relating to 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 School is not equivalent to an elementary school in the Czech Republic and therefore cannot fully replace the education which children in the Czech Republic receive. It is impossible to expect a child living surrounded by a different language to achieve the same results as a child permanently living in the Czech Republic. An inevitable part of the education is homework for which responsibility lies with the legal

representatives of children and which makes up a part of the education time allocation required by the Czech Ministry of Education.

Czech School without Borders, London is divided in two main sections: pre-school section (from 2 years to 5 years) and school section (from 5 years).

### **1) Pre-school section (from 2 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 reception class.

- a) Pupils arrive at school at least five minutes before the start of the lesson.
- b) Children who are less than 3.5 years old stay with the adults who bring them to school during the lesson and the adults participate with their child. Legal representatives of children between 3 and 5 years leave the children with the educational staff, only then can they leave the building. It is possible for them to participate in the lesson providing they arrange it with the educational staff.
- c) Legal representatives collect their children on time.
- d) Classes take place every Saturday except for school holidays. For children aged 2 to cca 3,5 years (Group A) the lessons start at 10:00 and end at 11:00. For children from 3 to 5 years (Group B), lessons are from 12:00 to 14:00.
- e) The director decides which group are new pupils assigned to, based on teachers' recommendations. Pupils are accepted until the capacity of each class is full.
- f) Part of a binding enrolment is filling in the application and school fee payment.
- g) Communication between legal representatives and teachers is face to face when the legal representatives bring their child to school. Written communication is via email.
- 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 (5 years and older)**

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 aims to help 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 old are allowed to leave by themselves.
- c) Legal representatives pick up their children on time.
- d) Classes take place every Saturday except for school holidays from 10:00 to 14:00.
- e) In case of an absence, pupils are expected to catch up on learning covered in the lesson themselves and do homework for the lesson they missed as well as on the following lesson. Teachers are expected to support them with that.
- f) Pupils are allowed to miss 30% of the total number of lessons.
- g) 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 pupils who are able to communicate in Czech on a basic level are allowed in year 0. Before entering year 0, children take an entrance test where their ability to understand and speak Czech language is examined. In case of insufficient knowledge, they are advised to postpone enrolment to the following year. After the transfer from year 0 to year 1, there is no longer an entrance test: the pupil moves forward if their skills and results in the final test are sufficient.
- k) New pupils are accepted in higher years according to their age. If their level of Czech is not sufficient, they are offered to entry a lower year or other alternatives.
- l) Communication between legal representatives and teachers is face to face when the legal representatives bring their child to school or at the parent teacher meetings. Written communication is via email.
- 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.