

## GENERAL INFORMATION TO THE BEGINNING OF THE SCHOOL YEAR 2023/2024

### First school day – 4<sup>th</sup> of September 2023 (non-uniform day)

- 9.00 a.m. introductory speech by the head teacher  
(on the school playground or in the gym depending on the weather)
- 9.30 – 10.30 a.m. informative meeting with parents of **Year 1 pupils and new pupils**
- 9.30 – 11.30 a.m. activities for pupils with their class teachers
- 11.30 a.m. end of the first day, picking children up from the school
- 11.30 – 1.00 p.m. possibility of individual photoshoot of Year 1 pupils with parents
  
- snacks for children will be provided by the school.

#### Important reminder and appeal regarding the organisation of parking during the first school day:

On this day, the capacity of our parking lot in the school area will be exceeded significantly. Therefore, we would like to ask parents who do not plan to attend the opening ceremony to drop off their children in front of the school, where the supervision will be organised by school. The remaining parents may consider parking their car on the surrounding streets. Thank you in advance for cooperation.

We would like to bring to your attention six important changes that we are introducing from this school year:

1. Lessons will start at 8.15 a.m. on Mondays. Morning ellipsis will take place after the first lesson.
2. The end of the school day will be changed to 2:35 p.m. in case of 6 lessons.
3. Pupils will have a lesson with a class teacher added to their lessons to focus on the development of children's character, attitudes and values.
4. The Motivation System BESST will be suspended this school year.
5. We are introducing the option of payment through the EduPage application.
6. Due to the settlements of the subsidies granted for the lunch taken, also Year 1 – 4 pupils will be using the chip for meals.

Please see the individual sections of the letter below for more information on these changes.

**Lessons according to a timetable will begin on the 5<sup>th</sup> of September 2023 (usual school uniform, slippers)**

**School days (regular):**

School operates from **7.00 a.m. to 5.00 p.m.**

- 7.00 – 8.00 a.m. morning School Club
  - From 8.00 a.m. gathering in classrooms
  - 8.30 a.m. – 2.35 p.m. lessons for Years 1-4
  - 8.30 a.m. – 2.35 (alt. 2.55) p.m. lessons for Years 5-9 according to timetable
- CHANGE: on Mondays, the first lesson begins at 8.15 a.m.**
- 2.35 p.m. – 5.00 p.m. School Club + After-school Activities

If siblings finish their lessons at different times, School Club is provided free of charge by the end of lessons of all children.

**Your child will need the following supplies throughout the school year. Please make sure to provide these:**

- Stationery: a pencil case, colouring pencils, a sharpener, 2 regular pencils number 2, a pen (Year 1 pupils will receive information during the first parents meeting as pen will be used later), a notebook case, notebook and book covers, a regular longer ruler, a triangle ruler, a drafting compass (Year 3-9), a calculator (Year 4 - 9), pencil 4H and pencil 4B (Year 5 - 9).
- It is possible to buy covers for Mathematics, English language, Science and Mathematics by Hejny method textbooks at the school reception.
- P.E.: sport shoes with non-marking soles, socks, a plain white T-shirt, sweatpants or leggings, a sweatshirt, a bag/sachet
- Art (Year 1 - 7 and Year 9): protective clothing (an older T-shirt or an apron), watercolours, tempera colours (good brand recommended), crayons, flat and round brush number 8 and 12, a wide-bottomed water container, a glue stick, play dough (Years 1 - 4), scissors with a rounded tip, A4 format hard paper (20 pieces), A3 format hard paper (10 pieces), a tablecloth, a black ink, coloured papers.
- Slippers: firm with non-marking soles
- Science lessons (Year 5 - 9): laboratory coat
- Cover for iPad (Year 3 - 9) – differs according to the iPad type
- Key chain for meals chip.

**The school will provide:**

- notebooks, activity books and textbooks (pupils will receive these during the first school week)
- iPad for new pupils, which will be provided by the school only once during the pupil's studies at BESST schools
- Chip for meals once during the pupil's studies.

### **Transport on the routes Piešťany – Trnava, Pezinok – Trnava, Senec – Trnava, etc. and back:**

- Parents who are interested in organising of common transport have the possibility to meet on the first school day, the 4<sup>th</sup> of September 2023 at 10.30 a.m., in our school PC room. School will not provide these transportation options; however, we happy to provide you the option for this meeting and finding a solution amongst you. In case you are interested in common transportation, please fill it in the **online form**.

### **School meals:**

- All pupils who will be registered can have their meals from the 5<sup>th</sup> of September 2023, which are provided in the school canteen inside our school building.
- Price for one lunch for Year 1 - 4 pupils is **2.40 €** and for Year 5-9 pupils is **2.60 €**.
- Morning snack is served during a break at 10.05 – 10.20 a.m. Price for the morning snack for Year 1-4 pupils is **0.50 €** and for Year 5 - 9 pupils is **0.60 €**.
- Afternoon snack is served from 2.30 p.m. and from 2.55 p.m. Price for the afternoon snack for Year 1 - 4 pupils is **0.50 €** and for Year 5 - 9 pupils is **0.60 €**.
- Fresh juice is served at 9.15 – 9.20 a.m. Price for the fresh juice is **0.50 €/1 Dcl**.
- Registration for lunch, morning snack, afternoon snack and fresh juice is available through an **online link**.
- From the 5<sup>th</sup> of September 2023 all operational registering/cancelling of meals is possible via EduPage until 7.00 a.m. of the given day.
- In case a parent does not cancel their child's meals on time, on this day it is possible to pick up the meal from 11.30 a.m. – 1.30 p.m. in the school canteen. Parents are responsible for cancelling their children's meals in case of their absence in school.
- From the 5<sup>th</sup> of September 2023 the use of a chip is compulsory for all pupils due to the subsidy settlement and the change of payment form. If a pupil loses or forgets his/her chip, he/she will purchase a new chip at the school reception before lunchtime (the cost of an additional chip is € 2). If the original chip is found and handed in at the reception, the pupil will be refunded €2. If the pupil does not have the cash to buy another chip, the reception will issue the chip to the pupil and the parent/pupil will pay for the chip the next day at the reception. The use of the chip will record the lunch taken in the system, which will then be used to grant the subsidy for the taken lunch.

### **School Club:**

#### **Morning School Club**

- Morning School Club operates from 7.00 to 8.00 a.m. in a designated classroom.
- This service is free of charge.
- If you are interested in a regular or irregular morning School Club services, please indicate so in the **School Club's electronic application form**, which will be sent to you during the first week of September.

## **Afternoon School Club**

- School Club begins on the 5<sup>th</sup> of September 2023.
- School Club is available on every school day from the end of the last lesson until 5.00 p.m.
- Children are divided to the School Clubs according to their age.
- The service of the School Club for one day (e.g. every Monday in month) is 20 € per month, 2 days per week 40 € per month, 3 days per week 60 € per month, 4 days per week 80 € per month and whole month is 95 € per month.
- There is a one-month notice for the School Club and After-school activities permanent cancelation via a cancelation form. The one month notice begins on the first day of the following month of submitting of the written cancelation form by the parent.

In case of any questions, please contact the School Club Coordinator Ms. Mariana Hlavnová Jackaninová by phone on 0917 631 182 or by e-mail at [mariana.hlavnova-jackaninova@besst.sk](mailto:mariana.hlavnova-jackaninova@besst.sk).

## **After-School Activities during School Club**

- We will provide information about after-school activities in a separate e-mail during the first week of September.

## **Motivation System BESST**

We would like to inform you that the work of children in the motivation system will be suspended this school year as the motivation system is undergoing an update in accordance with the school's vision, which will bring improvements in several areas. If your child has been working on projects during the summer holidays, these projects will be assessed on a one-time basis.

## **School uniforms:**

Pupils of Private Primary and Secondary School BESST wear mandatory school uniforms, which can be purchased in school during all workdays from 7.00 a.m. to 4.30 p.m. The purchase can be in cash or by credit card.

Pupils must wear uniforms from the second day of school, i.e. the 5<sup>th</sup> of September 2023.

## **Payments and pupil's ID:**

**Payments (except for textbooks and other material) are realized in three instalments for three periods.**

For your payments' identification, it is important to use pupil's ID as a variable symbol; payment period and year as a specific symbol; and a purpose of the payment and name of the pupil as a payment subject.

For example: VS: 1111 (pupil's ID)

SS: 012023 (payment period and year)

Note: tuition, Jones (purpose of your payment and name)

Pupil's ID is indicated in the Contract of education.

This school year, we are introducing payment information via the EduPage application, which also offers a payment option. For a detailed description of how to pay from EduPage via the banking application, see aSc Tutorials here: [https://help.edupage.org/?p=u38/u174&lang\\_id=1](https://help.edupage.org/?p=u38/u174&lang_id=1).

#### Overview of payments and their due dates:

Type of payment	Bank account number	Due date 1 <sup>st</sup> period	Due date 2 <sup>nd</sup> period	Due date 3 <sup>rd</sup> period
Tuition	SK80 7500 0000 0040 1384 5705	15.09.	15.01.	15.05.
Textbooks and other material	SK80 7500 0000 0040 1384 5705	15.09.	-	-
School Club	SK80 7500 0000 0040 1384 5705	15.10.	15.01.	15.05.
School meals	SK56 7500 0000 0040 1427 5265	15.09.	15.01.	15.05.

#### School holidays in the school year 2023/2024

Holidays 2023/2024		Last day of school before holidays	Date of holidays	First day of school after holidays
Autumn		27 <sup>th</sup> October 2023 (Friday)	30 <sup>th</sup> October – 31 <sup>st</sup> October 2023	2 <sup>nd</sup> November 2023 (Thursday)
Christmas		22 <sup>nd</sup> December 2023 (Friday)	23 <sup>rd</sup> December 2023 – 7 <sup>th</sup> January 2024	8 <sup>th</sup> January 2024 (Monday)
Spring	Banská Bystrica Region, Žilina Region, Trenčín Region	16 <sup>th</sup> February 2024 (Friday)	19 <sup>th</sup> February – 23 <sup>rd</sup> February 2024	26 <sup>th</sup> February 2024 (Monday)
	Košice Region, Prešov Region	23 <sup>rd</sup> February 2024 (Friday)	26 <sup>th</sup> February – 1 <sup>st</sup> March 2024	4 <sup>th</sup> March 2024 (Monday)
	Bratislava Region, Nitra Region, Trnava Region	1 <sup>st</sup> March 2024 (Friday)	4 <sup>th</sup> March – 8 <sup>th</sup> March 2024	11 <sup>th</sup> March 2024 (Monday)
Easter		27 <sup>th</sup> March 2024 (Wednesday)	28 <sup>th</sup> March - 2 <sup>nd</sup> April 2024	3 <sup>rd</sup> April 2024 (Wednesday)
Summer		28 <sup>th</sup> June 2024 (Friday)	1 <sup>st</sup> July – 1 <sup>st</sup> September 2024	2 <sup>nd</sup> September 2024 (Monday)

The Head teacher's holidays:

- In case of extraordinary situation, the head teacher may announce the head teacher's holiday.

**Important notice:**

In order to save your time, **the online application form does not include an update of your personal information** (name, e-mail, address, account number etc.). The personal data are taken from the School Application Form or from the updates provided by parents. Therefore, we would kindly like to ask you to inform us of any changes, which may occur in the future or may have occurred since the last update, personally at our **school reception** desk or by sending an e-mail at [romana.repasova@besst.sk](mailto:romana.repasova@besst.sk).

**EduPage:**

The parental password (different from the pupil's password) from the **EduPage** account of your child/children will be sent to you on the 4<sup>th</sup> of September 2023 at the e-mail address that you have provided for the school database. If your child continues to study at our school, the parental passwords remain the same as last school year.

If you have more than one child, you can see all your children under a single login via the parent account given that you have provided the **same e-mail address for all your children**. In case of any problems with EduPage account, please contact Romana Répášová, MSc. in person, by phone on 0902 512 326 or by e-mail at [romana.repasova@besst.sk](mailto:romana.repasova@besst.sk).

**Communication:**

All valid telephone numbers and e-mail contacts can be found at [www.besst.sk](http://www.besst.sk). We would kindly like to ask you to check your e-mail inbox regularly, so that you are up to date with all important school information. In case of any questions or suggestions please do not hesitate to contact me for further information via e-mail at [eva.pollakova@besst.sk](mailto:eva.pollakova@besst.sk), by phone on 0948 884 528 or personally on the school premises.

Kind regards

Mgr. Eva Polláková, Head Teacher

In Trnava, 14<sup>th</sup> of August 2023