



# SCHOOL RULES AND PROCEDURES

School Year 2022/2023

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# School Rules and Procedures

## 1. School Characteristics

- 1.1 We are a private primary and secondary school, which has been operating since the school year 2009/2010. For the first two years, we were a subsidiary of a private primary school Montessori in Bratislava. In May 2011, we acquired Cambridge International Centre status, which enables us to provide education accepted all over the world. In June 2011, the Ministry of Education, Science, Research and Sports of Slovak Republic ranked us into a school network and we became independent from Bratislava. The first private primary school in Trnava was founded.
- 1.2 A positive environment in which we educate and upbringing pupils is the most important for us. The approach we choose is in the spirit of our school's mission: "We support children with love and respect on their journey to education." Five values are important to us on this journey: with heart, creatively, together, safely, but also demandingly.
- 1.3 Besides the fact that we meet the Slovak National Curriculum in full, we also offer English language and Natural Sciences education according to international standards of Cambridge International Examinations. The school strictly follows the principles of The Declaration of The Rights of The Child and The Children's Bill of Rights in relation to pupils, teachers and other employees of the school.
- 1.4 The school is located on the primary and secondary school premises in Limbová Street 3 in Trnava. School webpage is [www.besst.sk](http://www.besst.sk).
- 1.5 The founder of the school is BESST, s.r.o., Limbová 3, Trnava.

## 2. Timetable

The school operates daily from **8:00 a.m. to 5:00 p.m.**

- 8:00 a.m. – 8:30 a.m. – preparation for the lessons
- 8:30 a.m. – 2:30 p.m.(or 2:55 p.m.) – lessons (on Mondays we start at 8:15 with a mandatory morning ellipse)
- 2:30 p.m. (or 2:55 p.m.) – 5:00 p.m. – School Club + After School Activities

In case of interest, you can sign up your child for the Morning School Club (7:00 – 8:00 a.m.)

**Bell ringing:**

Lesson	Year 1-4
1.	8:30 – 9:15
2.	9:20 – 10:05
3.	10:20 – 11:05
4.	11:10 – 11:55
<b>LUNCH</b>	<b>11:55 – 12:55</b>
5.	12:55 – 13:40
6.	13:45 – 14:30

Year 5-9 on days with 6 lessons

Lesson	Year 5-9
1.	8:30 – 9:15
2.	9:20 – 10:05
3.	10:20 – 11:05
4.	11:10 – 11:55
5.	12:05 – 12:50
<b>LUNCH</b>	<b>12:55 – 13:40</b>
6.	13:45 – 14:30

Year 5-9 on days with 7 lessons

Lesson	Year 5-9
1.	8:30 – 9:15
2.	9:20 – 10:05
3.	10:20 – 11:05
4.	11:10 – 11:55
5.	12:05 – 12:50
6.	12:55 – 13:40
<b>LUNCH</b>	<b>13:45 – 14:10</b>
7.	14:10 – 14:55

You can find the exact dates of holidays of the current school year on the school website.

In accordance with the Act No. 245/2008 head teacher has a right to give 5 days of head teacher's holiday per academic year, mainly because of organizational and operational reasons. Dates of head teacher's holidays are announced in advance.

It is advised to take holidays into account when planning family trips and vacations. If a pupil is absent due to family vacation teacher is not obliged to explain topic they missed and it is up to the pupil and parents/legal guardians (hereinafter referred to as "parent") to make sure the child is prepared for the next lesson.

**During the course of the half year tests, end of the year tests, and International Cambridge tests (which are stated in the school calendar published on school website) it is important that parents try not to ask for a request for their child's release from lessons.**

School is not open during holidays, bank holidays and head teacher's holiday.

### 3. School and Family

- 3.1 We consider the relationship between parents and the school to be equal and filled with cooperation and respect. We believe that parents and the school should create one team whose main interest is optimal support of a child's natural development.
- 3.2 Balance between family and school environment is, from the point of view of education and upbringing,

a very important part in fulfilment of child's needs.

- 3.3 Family's role: Home is perceived as a place where a child has the opportunity to spend time with their loved ones and pursue their hobbies. Parents are expected to manifest active interest in their children's work and progress. Parents keep in touch with school and their family support helps teachers to achieve educational objectives of school.
- 3.4 School's role: The school provides safe and stimulating atmosphere for children. Our aim is to help children to explore the world and their unique place in it by means of a wide range of stimuli and carefully prepared setting. Pupils are encouraged to achieve their personal optimum in all areas, to be curious and enjoy learning, so they can fully develop their potential.

## 4. Communication

- 4.1 Parents are informed about academic results, planned events, organisational and other details via electronic communicator (EMB), e-mail, on school website and on parents teacher meetings. It is necessary for parents to check all these regularly and pay attention to released information.
- 4.2 It is possible to discuss pupil's academic results, specific needs and other on personal meetings with teachers during their office hours that can be found on school website. Individual meetings outside of the consultation hours can be arranged if discussed with a teacher in advance.
- 4.3 Parents have the opportunity to observe classes (at any time) after agreement with the school management.
- 4.4 Parents' comments regarding school activities are very welcome. The parents can express them orally or via email to the teachers or directly to the school management. The teachers are required to pass the parents' comments on to the school management without delay.
- 4.5 The school has designated communal areas (downstairs lobby) for the purpose of meetings and communication with parents and other areas (common space upstairs, corridors, classrooms, canteen, gym, and labs, lockers space) for the purpose of education. When entering the school, a parent should not proceed beyond the communal areas and children should proceed to their classroom on their own. After school, parents should wait for their children in the communal areas. Parents should proceed the designated communal areas only by prior arrangement e.g. when collecting their child early or other reasoned circumstances.
- 4.6 There is a reception on the ground floor and its task is to make communication with parents more effective. It can help you with the following: providing information about events, trips, registration and cancelation (meals, school bus, etc.), sale of uniforms and covers for specific books, lost and found.
- 4.7 BESST School is utilising EduPage available at [besst.edupage.org](http://besst.edupage.org). Pupils and parents have the possibility to view marks, absences, notices and other of their child. Parents can also register/ cancel their child's meals and excuse absences of their child.

## 5. Pupil School Attendance

- 5.1 A child can enter the school premises from 8:00 a.m. Mandatory attendance is determined by their class schedule.
- 5.2 Parents are responsible for the following: children should come to school on time and get ready for school before the first lesson starts. Every delay is recorded and considered as a violation of the school rules and principles. More than 30 minutes delay for the first lesson equals one unexcused absence.

- 5.3 Parents are obliged to collect a child from school (they are waiting for a child in the designated communal areas).
- 5.4 If parents want their children to be collected by a different person, they must fill in consent via an electronic form. In case of an unexpected situation (e.g. different person authorized to collect a child not on regular basis) it is necessary for the parents to announce this fact by phone or personally on that day at the reception desk, and provide their identification number.
- 5.5 If parents want their children to leave school on their own, they must express their consent via an electronic form. In this case, the school is no longer responsible for the child after they leave the school premises.
- 5.6 If a child is not registered for School Club activities, an authorised person (or another person assigned in writing) is obliged to collect the child immediately after school (within next 10 minutes). After this time children go to School Club. Parents pay for this service unless the child is waiting for its sibling to finish lessons. During this time the pupil cannot leave the school premises.
- 5.7 If a child needs to leave school during lesson time it is required to fill in a special form and have it signed by a teacher or supervising person.
- 5.8 If a child has signed up for School Club activities, an authorised person (or another person assigned in writing) is required to collect the child right after the School Club, at 17:00 at the latest.
- 5.9 Parent is responsible for their child:
  - from the moment they take the child from a teacher/a supervisor from the school premises;
  - if the child can (with the consent of the parent) leave the school on their own unaccompanied by an adult after the end of the last lesson also on the school premises;
  - during The Christmas Party, school barbecue;
  - on other occasions (parents will be informed about these in advance).

## 6. School Club

- 6.1 Morning School Club with pedagogical supervision is offered from 7:00 to 8:00 a.m. on the premises of primary and secondary school.
- 6.2 Parents can register their child for School Club activities starting right after lessons and ending at 5:00 pm.
- 6.3 Should you be interested in extracurricular activities, it is necessary to submit a filled form. Pupils are registered for the whole school year. At the same time it is necessary to pay fee according to the current price.
- 6.4 Extracurricular activities on offer will always be updated at the beginning of a school year. The only exception when parents can modify and change clubs, is in September, otherwise the form is valid for the period of an entire year.
- 6.5 If a child takes part in after school activities, a parent or an authorised person is required to collect the child so that the child could complete its activity in a calm manner and clean up for himself/herself.
- 6.6 When registering a child for extracurricular (after school) activities, it is necessary to take into account their interests and not to sign them up for the activities they have no interest in.
- 6.7 The pupils attending the School Club follow these School Rules and Procedures. Child will be excluded from School Club or After School Activity in case of repetitive violation of School Rules and Procedures.
- 6.8 It is forbidden to use iPad or mobile phone during School Club. Exception is for doing homework and School Club for pupils of Years 5-9, i.e. Teens Club, where pupils may use iPads for educative activities guided by a supervising School Club teacher.



## 7. Absence from Lessons

- 7.1 In case of child's absence, a parent immediately, on that day up to 8:00 am at the latest, notifies a class teacher via phone or EduPage about the anticipated duration of the absence. After 8:00 am, the parent notifies the class teacher by sending a text message, through EduPage or e-mail. Excusing child's absence by text message, phone call or EduPage is adequate when the absence is for one day only.
- 7.2 A child's absence, which lasts three consecutive school days at most, is to be excused by child's parent by a text message, e-mail or EduPage in a designed section. In exceptional cases, the school may require a medical certificate of a pupil's illness or another document confirming justification of their absence.
- 7.3 If child's absence due to an illness lasts more than three consecutive school days, the child or parent brings in a doctor's note.
- 7.4 In case of absence a child must catch up with any work missed within five days.
- 7.5 If a child is absent for more than three days due to other than medical reasons, a parent is required to submit to the head teacher a written request to excuse the child.
- 7.6 If a child has an infectious disease (e.g. jaundice, chickenpox, mononucleosis...) or parasites (lice, worms), it is imperative that a parent informs the school immediately about this fact.
- 7.7 Please respect that teachers are not allowed to give medication to pupils. Pupils are not allowed to use medication without teacher's knowledge.
- 7.8 A teacher can ask parents to take a child home if he/she finds out that the child's health condition is not suitable for them to stay at school. Parents should carefully consider if their child's health condition allows them to stay in a group of pupils without representing a threat to themselves as well as to other pupils. We kindly ask parents not to drop their children off to school in case children have illness symptoms, such as fever, vomiting, etc.
- 7.9 A part of the lessons time is besides the Physical Education also going outdoors during the lunchtime. Parents can excuse their child from compulsory physical activities, but it has to be done in writing and solely on medical grounds. Parents should announce this fact by a text message, e-mail, EduPage, or in person at the school reception or with the class teacher personally in the morning.
- 7.10 A statement from a physician has to be attached to the Physical Education Exemption Application.
- 7.11 An official confirmation by parents has to be attached to an application of exemption from any lessons (for e.g. from a sports club).
- 7.12 In case of a long term absence of a teacher (6 working days) the school management will inform parents by e-mail regarding substitute teacher.

## 8. School Meals

The school makes an effort to provide the pupils with high quality school meals. We check on and encourage adequate fluid intake. We also ask parents to support healthy lifestyle of their children and pack their snacks respecting principles of healthy diet. It is advised not to give children more than 1 sweet treat for a day. Drinks packed from home should contain only minimal or zero amount of sugar.

The school meals are served in the school canteen on the primary school premises. In addition to lunch, the school offers fresh fruit juice, morning snack and after-school snack for registered pupils.

Pupils are obliged to use table manners, be polite, not to be too noisy while eating in the canteen, and to respect supervising teachers. After finishing their meal, pupils clean up after themselves. Pupils can take food out of



canteen only in a box. Pupils cannot take drinks from canteen into their own bottles.

**School meals times:**

- fruit juice 9:15 am
- morning snack 10:05 am
- lunch 11:55 am (Years 1-4)  
12:55 pm (Years 5-9 on days with 6 lessons)  
1:40 pm (Years 5-9 on days with 7 lessons)\*
- afternoon snack 2:30 pm (or 2:55 pm)

\*pupils can go for soup at 11:55 am -12:05 pm

**Cancelling of school meals:**

- Unregistering from school meals is available online via EduPage.
- It is possible to do so by 7:30 am on the same day.
- Parents are in charge of cancelling meals. School coordinator is only responsible for cancellation of meals in case of school trips and events.
- In case that a parent does not cancel lunch on time, it is possible to pick it up in the school canteen at 11.30am-1.00pm.

## 9. School Uniform

9.1 All pupils have to attend school dressed in a complete school uniform.

9.2 Pupils are required to wear uniforms not only during classes but also on other occasions, e.g. while representing the school, on competitions, field trips, etc. The uniform is not required for specific actions, which will be announced in advance. In case the school requires a pupil to be dressed in a formal school uniform, pupils will be notified in advance.

9.3 The school uniform includes:

- a polo style shirt with short sleeves (green, yellow, white, blue)
- a polo style shirt with long sleeves (white, blue)
- a sweatshirt (green)
- a sweatshirt with hood (dark blue)
- a cotton V-neck sweatshirt (dark blue)
- a pullover (green)
- a sweater (green)
- a vest (green)
- a tie
- a skirt, shorts (solid dark blue, dark grey, black, not shorter than middle of a child's thighs)
- a pinafore dress (dark blue)
- a blouse/shirt with long or short sleeves (white)
- trousers (solid dark blue, dark grey, black)
- a jacket (dark blue) – only for pupils in Years 6-9

Accessories to the uniform:

- stockings (plain in colour of the skirt, white or skin coloured)

9.4 There are two types of uniform: (usual and formal uniform). Its parts can be purchased at school or separately (a parent buys clothes on their own, not at school), see the table below:

Parts of uniform	Usual uniform	Formal uniform	Purchase at school	Purchase separately
polo style shirt with short sleeves	YES	NO	YES	NO
polo style shirt with long sleeves	YES	NO	YES	NO
sweatshirt	YES	NO	YES	NO
cotton V-neck sweatshirt	YES	NO	YES	NO
pullover	YES	NO	YES	NO
sweater	YES	NO	YES	NO
vest	YES	YES*	YES	NO
tie	NO	YES	YES	NO
blouse/shirt with sleeves of any length	NO	YES/ YES	NO	YES
skirt/trousers	YES/ YES	YES/ YES	YES/ NO	YES/ YES
jacket (Years 6-9)	NO	YES*	NO	YES
pinafore dress	YES	NO	YES	YES

- 9.5 In case of hot weather, pupils may also wear shorts (minimal length is mid-thighs). In case of hot weather, our reception is sending to parents messages regarding clothing of pupils (e.g. day without uniform).
- 9.6 During winter, it is possible to wear a white undershirt (not a turtleneck) under school uniform polo shirt with short sleeves.
- 9.7 Uniform price list is published on [www.besst.sk](http://www.besst.sk).
- 9.8 It is necessary to put name tags on school uniform as well as other clothes, in order to associate them with the owner after they have been found.
- 9.9 If the pupil does not have a complete school uniform, the teacher will warn the pupil and the class teacher what the complete uniform should look like. In the pupil wears an incomplete uniform repeatedly, the class teacher contacts the parent. In the third violation, the class teacher invites the parent to come to the school and arrange for the pupil to change clothes.
- 9.10 It is forbidden to wear necklaces, bracelets and headbands with outstanding decorations, and scarfs as uniform accessories.
- 9.11 Pupil can change from uniform into their own clothes just before leaving the school.

## 10. Rights and Obligations, Private Primary and Secondary School BESST Pupil Code of Conduct

It is very important to positively influence the value orientation of our pupils, their attitudes and behaviour. One of our priorities is to develop children's relationship to education. We want them to understand that discovering the world around them, learning and acquiring knowledge is in their own interest. We strive to lead the pupils to independence and responsibility for their actions; we also want to secure a happy, safe, and stimulating environment for our children's education.

We follow the principles of The Declaration of The Rights of The Child and The Children's Bill of Rights and emphasize the importance of pleasant and safe environment.

We believe that given rules of conduct, suitable praise and motivation can be very helpful for this purpose. However, in case of their violation, we will have to proceed to educational measures, whose aim is not to punish the children, but to draw their attention towards mistakes and explain the correct approach. Praises and punishments are given to pupils continuously and are evaluated at the end of a term (winter/summer). Praises and punishments are not transmitted to a next term.

### **11.1. A pupil has a right to:**

- a) application of human rights in a classroom and the school, particularly: freedom of opinion and information, freedom of belief and religion, freedom of peaceful assembly and association on the school premises, right to privacy, human dignity, right to rest and leisure, freedom from discrimination, right to equality, and fair trial,
- b) equal education opportunities,
- c) individual approach to pupils, respecting their abilities and opportunities, talents, health conditions, to the extent permitted by Act no. 245/2008 (the School Act),
- d) education in safe and hygienic environment;
- e) individual education in accordance with sections 24-26 of Act no. 245/2008 (the School Act),
- f) be elected to the student council,
- g) health protection and safety during lessons,
- h) age, abilities, interests, and health appropriate education process and mental hygiene (number and duration of breaks, duration of lessons)
- i) be informed about yearly lessons plans
- j) high-quality teaching of every subject
- k) communicate with teachers following principles of humanity and tolerance
- l) articulate their opinion politely and ask relevant questions,
- m) justification of assessments,
- n) demand committee supervised assessment (for pupils under the age of 18 assessment is demanded by their parent),
- o) choose from offered elective subjects (or initiate creation of new subjects considering possibilities of the school and number of pupils registered for the subject),
- p) register for International Cambridge Examinations and, after passing them successfully, receive a certificate issued by University of Cambridge International Examinations,
- q) choose any after school activity provided by the school,
- r) take part at an individual parent teacher meeting.
- s) pupils with learning difficulties and disabilities have a right to an education customized by specific forms and methods that are in accordance with their needs, and environment that enables usage of these forms and methods.

## **A. Code of Conduct**

### **Pupil's responsibilities are as follows:**

- a) Attend school regularly and on time according to established schedule or instructions of a responsible teacher, that is at least 5 minutes in advance for the first lesson or Monday ellipsis.
- b) Behave politely towards all school employees, other adults that they meet in the school building and greet them.
- c) Be disciplined, fulfil instructions of pedagogical employees and other school employees and be a credit to the school and themselves.
- d) Pupils of Years 5-9 stand up and greet when a teacher enters the classroom.

- e) Excuse oneself if not prepared for a lesson (even if being ill) immediately at the beginning of the lesson before a teacher checks homework and equipment needed for this lesson.
- f) Not to disturb or distract the attention of classmates during lessons by activities, which are not related to the lesson.
- g) Hold up one's hand during the lesson if they want to say, answer or ask something.
- h) Indicate on each notebook legibly and in a visible place: subject name, school name, school year, year, one's name and surname.
- i) Tidy up the classroom and put the chairs up because of cleaning after school. Leave the classroom towards the locker rooms accompanied by a teacher.
- j) Protect one's health, health of others, care about cleanliness and order and help maintain order at school and in its surrounding. Move around the school safely.
- k) Report immediately to a particular teacher each, even a minor injury or an indisposition in health.
- l) Have sufficiently sturdy shoes to change into, physical education dress for physical activities and outdoor weather-appropriate clothing, i.e. white T-shirt, jogging suit, sport shoes (a pupil who will not have sports shoes and physical education dress will not be allowed to take part in sport activities for safety and hygienic reasons).
- m) Be at school appropriately and cleanly dressed and groomed; wear a complete uniform.
- n) Pupils' haircut has to be appropriate for their age. Their hair should not fall into their eyes and girls are recommended to wear their hair in a ponytail.
- o) Pupils are not allowed to wear jewelry or make-up, wear acrylic nails or have their nails polished. Girls can wear simple earrings.
- p) Save school property and equipment, protect it from damage and handle textbooks and teaching aids efficiently. If a child damages school property due to violation of the school rules or negligence, their parents are required to pay damages.
- q) Sign all the things and textbooks that they bring to school.
- r) Participate at School events and follow teachers' instructions there. Be disciplined, fulfil the instructions of teaching staff and other school employees and behave honourably in and outside the school.
- s) Have a mobile phone turned off in a school bag throughout the whole school day and during school trips. Exception to this rule is last ten minutes of the last lesson when they need to contact their parents or during lesson time if discussed with and agreed by a teacher.

### **Pupils are not allowed to:**

- a) Bring to school or to events organized by the school life-threatening things and things that could distract other pupils' attention during lessons.
- b) Wear, take, sell or promote drugs and other harmful substances at school and outside the school.
- c) Promote of extremist ideas verbally or in any other way; wear t-shirts promoting political parties.
- d) Talk back, address teachers and other school employees and classmates vulgarly and derogatory.
- e) Restrict personal freedom of other pupils by their actions, intimidate and bully them verbally, attack physically or psychologically or cause any injuries.
- f) Enter staffroom and office space without a teacher's permission and presence.
- g) Arbitrarily move equipment, furniture and other objects from rooms to common areas.
- h) Take equipment and other objects that belong to school out of school without teacher's consent.

- i) Bring valuables to school. If a pupil brings in a mobile phone, they can do so only with their parent's consent and to their own responsibility. A mobile phone cannot be switched on during lessons. The school is not liable for the loss of valuables, money and other valuable things. We also do not advise to parents to give to their children expensive clothing to school. School is not being held responsible for any damages to expensive clothing. Pupils are advised about protective clothing needed for specific lessons or activities (for example art, crafts, technique or sciences).
- j) Use other pupil's or person's possessions. Borrowing other pupil's things without permission is considered to be a theft, which is not acceptable and accounts for the strictest punishment.
- k) Take pictures of classmates, teachers and make videos without a head teacher's consent. It is strictly forbidden to publish any photos or videos of classmates or teachers without their prior consent.
- l) Move around the school freely unattended by a teacher or without a teacher's consent.
- m) Lean out of the windows, stay close to them during ventilation, throw any objects and rubbish out of them, run down the corridors of school.
- n) Chew a gum or eat during a lesson, have drinks with caffeine.
- o) Manipulate the blinds. Blinds are served by a pupil appointed by a teacher.
- p) Lean out on the railing on the stairs, slide and sit on them, sit on the stairs.
- q) Leave school without a reason during lessons or School Club.
- r) Smoking is prohibited on school grounds to all persons.
- s) Cheating or sharing answers during the test, looking towards other pupil's test, sharing homework.

## **B. Praise and Motivation**

### **1. Ordinary Teacher's Praise**

A teacher praises a pupil during the school year:

- for pupil's extraordinary activity and initiative in the lesson
- for successful work beyond their duties in class favour
- for an active involvement in competitions, Olympics of a class or school round, school activities and projects

FORM OF THE PRAISE – a verbal praise from a teacher in front of the class group, a praise written in the Communicator (only for pupils of Year 1-2) and the electronic communicator.

### **2. Class teacher's Praise**

A class teacher praises a pupil after the evaluation period:

- for an outstanding performance in a certain area within grade
- for exemplary behaviour and exceptional academic and educational results – average 1 (a pupil passed with honours)
- for representing the school in a local or district competition (successfully, but with no placement)

FORM OF THE PRAISE – a verbal praise from a class teacher in front of the class group, a written praise recorded in the electronic communicator and in the pupil's personal file sheet in the class report folder, and as an addition to the End-of-the-term Certificate for the 1<sup>st</sup> term and as an addition to Report Card for the 2<sup>nd</sup> term.

### 3. Headteacher's Praise

A head teacher praises a pupil after the evaluation period:

- for an outstanding performance or achievement within the school
- for achieving excellent results during the entire study period
- for representing the school, placement in a district or higher competition (finished 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>)
- for an outstanding representation in international projects (individual or group performance)

FORM OF THE PRAISE – a verbal praise from a headteacher in front of the class group with the following submission of diploma or possibly a material gift, a written praise recorded in the electronic communicator, and in the pupil's personal file sheet in the class report folder, and as an addition to the End-of-the-term Certificate for the 1<sup>st</sup> term and as an addition to Report Card for the 2<sup>nd</sup> term.

### C. Motivation System BESST

During the school year, pupils by means of conscientious approach strive to gain rewards associated with fulfilling of interesting tasks leading to new experiences and knowledge. They face challenges from various areas – from reading Slovak and English literature, mathematical competitions, through visiting cities, mansions and museums, to heroic deeds. Gradually, they achieve points and prizes.

We believe that if pupils learn to approach their responsibilities towards school with diligence and responsibility, they will approach them equally and assiduously later in their adulthood towards work and their own family.

Why do we use school motivation system BESST?

- to motivate pupils to learn or encourage extra- curricular activities
- to lead pupils to independence and responsibility for their own actions
- so that they learn to cooperate and work in teams
- to expand the upbringing and education process for pupils.

Motivation system BESST is voluntary. Pupils take part in it in their own interest. The group events are obligatory. Detailed rules for the functioning of the motivation system are explained in a separate document, which is published on the school website under Documents section.

## D. Violations and Measures

We educate pupils with respect and with heart.

Teacher resolves **violation of the School Rules** with the pupil by an individual talk.

If the teacher considers it necessary, he/she can also address the violation of the School Rules in other ways, such as talking to parents (by telephone or in person), or by a talk with the pupil after school. Recording of the violation into the electronic mark book is at the discretion of the teacher.

Teacher together with his/her direct supervisor always resolve a **serious violation** of the School Rules with the pupil individually. Teacher assesses the overall situation, and with respect to the pupil's behavior and needs. In addition to the above solutions, we are looking for other suitable methods. In serious cases, the pupil may be excluded from the lesson, day and, in exceptional cases, the termination of the education contract.

In the case of serious violations of the School Rules, the pupil may be given one of the educational measures - from a reprimand by the class teacher to a lower behavioural mark.

## 11. Rights and Obligations of Parents

- 11.1 Parent undertakes to pay all school fees according to the agreed terms of the Contract of education.
- 11.2 Parent has the right to receive information about the educational process and individual learning progress of the child.
- 11.3 Parent has the right, after an agreement with the school, to participate in school activities which include the presence of his/her child, being required to follow the school's instructions to ensure that the educational process is not disrupted.
- 11.4 The parent is obliged to provide the child with a functional and connected iPad in the school system.
- 11.5 Parent is obliged to collect his /her child from school in person or to ensure that the child is picked up from school by a designated person in writing on the particular form. In case the parent wishes his/her child to leave the school alone, without being accompanied by a parent or designed person, the parent is obliged to report this fact on the given form.
- 11.6 In case that a child is not picked up after lessons by parent or other person authorized in writing and at the same time the child does not attend the School Club, the school will provide the care for the child under terms that are concluded in the Contract of education, i.e. charge for this service 5€ per every started hour. Payment for irregular child care after school will be paid by the parent to the school's bank account, listed in the Contract of education, before the 15th day of the following month and as a variable symbol stating the child's ID.
- 11.7 Parent is required to use the child's identification number (ID) as a variable symbol for all payments related to the child (education fees or any other charges).
- 11.8 By signing the Contract of education, the parent gave consent to the school to transport his/her child by school or other bus in case of school events within or outside Trnava.
- 11.9 By signing the Contract of education, the parent gave consent to the school to construct, preserve and use visual, audio, audio-visual recordings of the child for the following purposes:
  - using in materials and teaching aids designed by the school for the school's needs
  - publishing on the school's web site
  - publishing in marketing material to promote the school (posters, leaflets, adverts, etc.)
  - publishing in other mass media in order to promote the school
  - storing in the school's archive.
- 11.10 All materials and recordings are the property of the school, and thus can be used for purposes mentioned above even if the child is not the school's pupil anymore.
- 11.11 Parent is, during the adjusted school days, obliged to take the child by 12:00.
- 11.12 Parent is committed to pay the full damage to teaching material, teaching aids and school's facilities that are caused by child intentionally or negligently.
- 11.13 Parent confirms that he/she is obliged to inform the school immediately of any change in relevant data of a child or parents, including but not limited to changes in the bank account number, health insurance, permanent residence or family status of parents.
- 11.14 School will send all financial overpayments to the bank account assigned in the Contract of education and



does not take any responsibility for any possible damages, if the parent did not inform the school in writing about the change of the bank account number.

## 12. Anti-bullying And Anti-cyberbullying Policy

- 12.1 Basic preventive measure of our school is the adoption of the basic principle “We are the school, where bullying and cyberbullying (hereinafter referred to as “bullying”) is not tolerated in any form!”
- 12.2 We make all pupils and school employees familiar with the nature, forms and dangerous consequences of bullying as well as antisocial behaviour of individuals and groups.

Bullying is the behavior of a pupil (pupils) whose intent is to harm, threaten or intimidate another pupil or to intentionally and most often repeatedly attack other pupil or group of pupils who, for various reasons, do not know or cannot effectively defend themselves.

It may appear as:

- Verbal aggression: swearing, mocking, insulting, threatening, inappropriate jokes and ridicule of the victim, etc.
- Physical aggression: shoving, slapping, kicking, beating, guiding others to battle, threatening with a knife, mallet, strangling, pulling hair, sticking with a compass or pencil, etc.
- Other aggression: damaging or hiding victim's things, tearing, destroying aids or clothes, coloring a workbook, textbooks, tasks, appropriating the victim's things, etc.
- Mental manipulation and abuse: entering meaningless orders, compulsion to serve and carry various things - snacks, money, etc.

Bullying, in addition to endangering the mental and physical health of the pupil and reducing its performance, has a major impact on his/her educational outcomes.

- 12.3 Pupils, teaching staff and parents need to know, that these forms of behaviour are not harmless humour or entertainment. They should become familiar mainly with negative consequences of bullying for its victims as well as aggressors. Underestimation of initial signs of bullying should be considered particularly dangerous.
- 12.4 In terms of effective bullying prevention, we:
- create a positive school climate;
  - teach, encourage children so that they are not afraid to solve any of their problems with teachers, parents;
  - cooperate closely with pupils, employees and parents;
  - inform teaching staff, pupils and parents about what to do when they become aware of bullying;
  - provide education, especially for class teachers, in the field of bullying prevention;
  - cooperate with a school psychologist and experts from professional workplaces of counselling and prevention.

## 13. Assessment

- 13.1 Pupils are assessed in accordance with Methodical guideline no. 22/2011 issued by the Ministry of Education.
- 13.2 Specifics of assessment conditions in individual subjects can be found in the School Educational Program.
- 13.3 Pupils are given **percentages** for their assessments, sometimes number of mistakes can be given instead. Marks have different weights assigned according to their importance (1,2, and 3). Ethics and Religious Education are assessed by “attended/ unattended”.

<u>Percentages</u>	<u>Mark:</u>
100% - 90%	1
89% - 75%	2
74% - 50%	3
49% - 25%	4
24% - 0 %	5

13.4 Pupils are being motivated to work hard and we give them the opportunity to improve their marks. We allow pupils a continuous understanding that a mistake can occur during any human activity. We work with the mistake to motivate pupils to be more focused and to control their work more closely. At the same time, we want the pupil to show his/her abilities to eliminate the shortcomings. Therefore, the pupil has the possibility to fully correct his/her unsuccessful assessment of a unit test and oral assessment in agreement with the teacher. The original mark in the Electronic Mark Book is marked with the symbol #. Repair in this form is not carried out in Years 1 and 2.

This opportunity serves as a motivation to learn, but it is not possible to abuse it and not to work continuously. In similar, repeated cases, the teacher will not allow the pupil the correction.

- 13.5 On a day when pupils write Cambridge Checkpoint or Progression tests, Slovak standardized nationwide Testing 5 or 9, cannot be tested or assessed from any subjects.
- 13.6 On a day when pupils write a weight 2 test (max. 1 in a day), the number of oral assessments and 5 minute tests is not limited.
- 13.7 Teachers write the assessments into the Electronic Mark Book.
- 13.8 Each test or oral assessment is announced to the pupils in advance.
- 13.9 Assessment scale is the same for all Years, percentages are rounded to whole numbers.
- 13.10 Our school has two languages of teaching: Slovak and English. When accepting a new pupil we consider previous language they have been taught in. If the language of teaching is changing the pupil is taught in accordance with an Individual Learning Plan that is prepared following parent’s application.
- 13.11 A new pupil coming to years 2-9 has different assessment criteria for the first two years in subjects taught in different language than at his previous school. This pupil’s final grade is the same or better as their final grade at their previous school. If this pupil did not have the subject at their previous school the his final evaluation is “attended”. Their assessment and evaluation is accomodated to their needs and skills during the first two years in accordance to their Individual Learning Plan.
- 13.12 A pupil who has attended a school trip or event that ended after 7.00 p.m. is excused during the next day. Pupils attending school trips are also excused the next day after longer trip (when coming back from a trip on Saturday, pupils are not excused on Monday).

## 14 Homework

- Wednesday is a day without homework. This means that on Wednesdays, no homework is given for Thursday. Homework that is not required for Thursday can be given. Class has an option for choosing another day instead of Wednesday after an agreement with teachers.
- No homework is given during writing of Cambridge Checkpoint or Progression tests, Slovak nationwide Testing 5 or 9.
- We kindly ask parents to make sure that pupils come prepared to school. In case of problems with preparation, it is necessary to contact a teacher or the head teacher/deputies alternatively.
- Homework assignments are written down in EduPage for Years 1-4 pupils. Pupils of Years 5-9 write down homework themselves.
- Teachers have the opportunity to give mandatory and voluntary homework.
- Homework that is supposed to be done during holidays should be of appropriate length.
- It is recommended not to carry all the books home and back all the time. Pupils of Year 3-9 can take pictures of what they need to study in their iPads or find their books in iTunes U.

## 15 Parking

Parents are recommended to park in the school area, in a designated area, so that there is no traffic jam in the area in front of the school. At the same time, the parents are recommended to stop on the broken yellow road line in front of the school, where they can stop so that the child can step out of the car. This way will speed up and relieve traffic and parking in the back parking lot of the school.

We advise parents that the school parking lot is a public space, and therefore they should be careful about their belongings (purse, notebook, mobile phone) and not leave those in the car even if they are leaving only for a short time.

## 16 Payments

### 16.1 Tuition Fees

Tuition fees are to be paid in three instalments for three periods to the bank account number SK80 7500 0000 0040 1384 5705.

Yearly tuition fee for Years 1 – 4 is 4 200€ in three instalments of 1 400 € each.

Yearly tuition fee for Years 5 – 9 is 4 440€ in three instalments of 1 480 € each.

The payment due dates are 15.09., 15.01. and 15.05. 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: 092015 (payment period and year)

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

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

## 16.2 School Club

School Club fee is to be paid in three instalments for three periods to the account number SK80 7500 0000 0040 1384 5705. The payment due dates are 15.10., 15.01. and 15.05. 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: 092015 (payment period and year)

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

- Fee for using the School Club (School Club including After-school Activities) during the whole week is €95/month + possible extra payment for extra-fee After-school Activities.
- Fee for using the School Club (School Club including After-school Activities) during one day of the week (e.g. all Mondays) is €20/month + possible extra payment for extra-fee After-school Activities.
- Signing up for the School Club always takes place at the beginning of the school year.
- Signing up for After-school Activities is binding.
- It is possible to try out or to change After-school Activities during September. During other months, the activity is binding.
- Pupil's absence on the After-school Activity has to be announced in advance to the employee responsible for the given activity.
- Parents can permanently cancel the School Club or After-school Activities for their children with a one month notice in advance. This notice becomes effective on the first day of the following month when the parent submitted a written cancellation form. This does not apply for September, when any changes can be made.
- For *extra fee* After-school Activities the payments are to be paid only for taught lessons plus for the classes where a teacher was present but a pupil did not come. Extra fees for a given term are to be paid together with the payment for the school club (while paying, it is presupposed that extra-fee-after-school-activity will be taught 4 times a month).
- In case the school cancels the School Club more than once a month, aliquot part of the basic fee will be refunded (i.e. if the School Club is cancelled once a month, the school will not refund anything, if it is cancelled three times a month, the school will refund a part of the basic fee for two days).
- School can substitute a non-extra-fee and extra-fee-after-school Activity by a different after-school activity, alternatively by an after-School Club. In such a case, the School Club is not to be considered as cancelled.
- If less than four hours of extra-fee-after-school-activities were taught a month, extra fee for every After-school Activity that was not taught (excluding the basic fee) will be refunded during the settlement periods.
- Settlement for the School Club and after-school activities is to be carried out in two dates, that is 31.12. and 30.6.
- Morning School Club is free of charge.

## 16.3 Not Picking Up Child On Time

If a parent does not pick up their child from school on time, the child will be placed in the School Club,

Evening Club alternatively. For every started hour there is a fee of 5€. Picking up children on time means:

- 10 minutes after the last lesson of all siblings,
- after School Club by 5:00 pm.
- after 6:00 pm the fee is 20 EUR.

#### 16.4 School Meals

School meals are to be paid in three instalments for three periods to the account number SK80 7500 0000 0040 1427 5265. The payment due dates are 15.9., 15.01. and 15.05. 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: 092015 (payment period and year)

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

The same sum applies to each month, 20 x meal unit, settlement for school meals is to be carried out in two periods according to the actual number of ordered meals. Settlement periods are 31.12 and 30.6. Settlement is to be carried out by overpayment refunded to a parent's bank account.

School meal prices for Year 1-4 are as follows:

lunch	EUR	2.40
fresh fruit juice	EUR	0.50
morning snack	EUR	0.50
afternoon snack	EUR	0.50

Meal prices for Year

5-9 :

lunch	EUR	2.60
fresh fruit juice	EUR	0.50
morning snack	EUR	0.60
afternoon snack	EUR	0.60

School meals payments for the given periods are to be calculated for example for Year 1-4 as follows:

- 1<sup>st</sup> period (9-12/2018) [ 20x2,40 (lunch) + 20x0,50 (morning snack) + 20x0,50 (afternoon snack) + 20x0,50 (fresh juice) ] x 4 (number of months) = 312 eur
- 2<sup>nd</sup> period (1 – 4/2019) [ 20x2,40 (lunch) + 20x0,50 (morning snack) + 20x0,50 (afternoon snack) + 20x0,50 (fresh juice) ] x 3 (number of months) = 312 eur
- 3<sup>rd</sup> period (5 – 6/2019) [ 20x2,40 (lunch) + 20x0,50 (morning snack) + 20x0,50 (afternoon snack) + 20x0,50 (fresh juice) ] x 3 (number of months) = 156 eur

## 16.5 School Trips, Field Trips

By signing a registration form a parent commits to pay fee for a trip. If a child cannot participate, the fee (or its aliquot part) will be refunded only if it does not influence fee for those children who are going on the trip, and can be refunded by the service provider.

## 16.6 Other payments

- Non-refundable registration fee of 150€ is paid up to 14 days following signing of the contract to the school account. Registration fee is paid only once during child's studies at BESST Schools.
- Textbook fee of 95€ is paid annually at the beginning of each school year. This fee is used to purchase notebooks, workbooks and activitybooks. Textbooks are landed to children for a certain school year.

## 17 Final Provisions

School Rules and Procedures are published on the school website.

School Rules and Procedures go into effect on 1.9.2020.

This internal regulation may be changed or amended, if needed, only after a negotiation of the pedagogical committee with the agreement of the head teacher.

Trnava 1.9.2022

Mgr. Eva Polláková  
Head Teacher

## Overview of Contacts, Payments and Accounts

### Contacts:

Head Teacher	Mgr. Eva Polláková	<a href="mailto:pollakova@besst.sk">pollakova@besst.sk</a>	0948 884 528
Manager	Mgr. Juraj Tichý	<a href="mailto:tichy@besst.sk">tichy@besst.sk</a>	0917 370 814
Economist	Ing. Eva Štefunková	<a href="mailto:stefunkova@besst.sk">stefunkova@besst.sk</a>	0917 600 848
Reception		<a href="mailto:repcia@besst.sk">repcia@besst.sk</a>	0908 299 018
Canteen manager	Ing. Lucia Naďová	<a href="mailto:skolskajedalen@besst.sk">skolskajedalen@besst.sk</a>	0917 107 273

### 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	SK80 7500 0000 0040 1384 5705	15.09.	-	-
School meals	SK56 7500 0000 0040 1427 5265	15.09.	15.01.	15.05.
School Club	SK80 7500 0000 0040 1384 5705	15.10.	15.01.	15.05.

