

# **Statute**

## **Bilingual Primary School**

### **„English Montessori School”**

#### **General provisions**

##### **§ 1**

1. The school is called: Bilingual Primary School "English Montessori School" and is a non-public, eight-year primary school operating on the basis of applicable legal acts, in particular on the basis of the provisions of the Act of September 7, 1991 on the education system (Journal of Laws No. 2019.1481, i.e. as amended), the Act of December 14, 2016 - Education Law (Journal of Laws 2019.1148, i.e. as amended) and this Statute.
2. The governing body of the School is: English Montessori School Sp. z o.o. entered into the National Court Register under the number KRS 0000715436, NIP 6342827906, REGON 243556670 based at Gallusa st. 10/8 in Katowice.
3. The seat of the School is located in Katowice in rented premises at Gallusa st. 10.
4. The school is entered on August 25, 2014 in the register of non-public schools kept by the Mayor of Katowice, entry number 14/2014.
5. The body exercising pedagogical supervision over the School is the Silesian Superintendent of Education.
6. The school runs a website at: [www.englishmontessorischool.pl](http://www.englishmontessorischool.pl).

##### **§ 2**

1. Teaching at the School is conducted on the basis of the applicable legal regulations, in accordance with the applicable curricula and on the basis of the original curriculum created in accordance with the principles of Maria Montessori's pedagogy.
2. The cycle of education at the School lasts eight years and is carried out on the basis of the applicable provisions of the education law.
3. The school creates conditions for learning for gifted students and students with special educational needs.
4. The school is available to all students who want to implement their education there and accept its Statute and other internal regulations of the School, as well as the result of the qualification procedure, which indicates that the Montessori pedagogy methods and the bilingual curriculum will be conducive to the best the development of the Student.
5. The condition for an underage Student to attend the School is the acceptance of the Statute, School Regulations, provisions of the contract for the provision of educational services, and other internal acts of the School by the Parents / Legal Guardians of the Student (or one of the Parents or Legal Guardians of the student who takes actual care of the Student).
6. The school may, in the month of July, organize day camps for children who are not students of the "English Montessori School" Bilingual Primary School.
7. The school is secular, non-denominational, but we discuss with children topics related to some holidays traditionally celebrated in Poland (eg May 3rd, November 11th, Christmas, Children's Day, etc.), as well as in other religions.

### **§ 3**

1. The school meets the statutory requirements for non-public schools, that is:
  - a) implements curricula taking into account the core curriculum of general education;
  - b) carries out compulsory educational activities for a period not shorter and not less than the total number of compulsory educational activities specified in the framework curriculum for a given type of public school;
  - c) apply the rules for classifying and promoting pupils and conducting examinations as specified in the relevant regulations;
  - d) keeps documentation of the course of teaching established for public schools;
  - e) employs teachers of compulsory educational activities, referred to in point b), with qualifications specified for teachers of public schools;
  - f) applies the organization of the school year as established for public schools.

### **Role of the School**

#### **§ 4**

1. We are committed to the ideas of Montessori pedagogy and the formation and development of competences in the field of fluent use of English.
2. We strive to ensure the greatest possible contact and cultural exchange between children from different parts of the world.
3. The overarching goal of the School is to create a caring, peaceful and culturally diverse didactic environment that will provide each student with excellent conditions for development based on the Montessori method and prepare children for further learning and life.
4. The school staff, understanding that the first and main educators of children are their parents (legal guardians), support them in the upbringing and education of the student, emphasizing the extraordinary value and uniqueness of each child.
5. The primary goal of the school's staff is to help every child learn with joy and develop a lifelong learning passion.
6. The individual tasks of the School in relation to each Student is to:
  - 1) develop a moral sensitivity in him/her,
  - 2) support his/her pursuit of independence and self-reliance,
  - 3) help the child build self-confidence and high self-esteem with absolute respect for other people, respect for the natural environment and authorities,
  - 4) help to develop self-discipline and internal motivation,
  - 5) help them gain freedom of movement in a multicultural environment and use the English language,
  - 6) help the child reach its full potential,
7. In order to achieve the assumed goals, we strive to build positive relationships with our Students and their families, wishing to become a mutually supportive and cooperating school community, consisting of children, teachers and parents.

#### **§ 5**

1. The school community is made up of teachers and other employees, children and parents (legal guardians).

#### **§ 6**

The School's governing bodies are:

1. Director
2. Teaching Associate Director
3. Head of Pedagogical Supervision

4. Administrative Associate Director
5. Teachers' Council

### **Director**

#### **§ 7**

1. An employment contract or a school management contract with the Director is concluded and terminated by the governing body.
2. Within the scope of work discipline, the Director shall be responsible to the governing body.
3. The Director manages the current activities of the school and represents it outside, is responsible for the proper implementation of statutory tasks and for the development and improvement of the quality of work, in particular:
  - 1) manages the teaching process of the school,
  - 2) takes care of the students and creates conditions for their integral and harmonious development,
  - 3) if he/she has the qualifications required by law, he/she exercises pedagogical supervision at the school,
  - 4) establish the school's work plan, including the calendar of the school year and the list of extra-curricular activities,
  - 5) determines the educational program of the school and the prevention program and is responsible for their implementation,
  - 6) establishes the School Regulations,
  - 7) determines the Internal Assessment System
  - 8) establish the principles of improving teachers,
  - 9) establish the procedure and schedule of the recruitment procedure for candidates for the school,
  - 10) accepts and removes students from the list of students, in accordance with the rules set out in the Statute,
  - 11) is the head of the workplace for teachers and non-teacher employees at the school,
  - 12) employs and dismisses, in consultation with the governing body, all persons employed at the school and determines the scope of their duties, and determines the rules for their remuneration,
  - 13) implements the resolutions of the Teachers' Council adopted within its competences constituting,
  - 14) has the right to participate in all meetings convened by the teachers and the school's authorities,
  - 15) supports the improvement of teachers,
  - 16) approve the original curriculum,
  - 17) is responsible for the school's property, has the school's budget under the supervision and control of the governing body,
  - 18) is responsible for keeping, storing and archiving the school's documentation,
  - 19) establish the rules for the organization of the school year and the weekly timetable of classes,
  - 20) in case of need, organizes psychological and pedagogical assistance,
  - 21) carries out all other tasks related to the activities and functioning of the school, not reserved to other authorities,
  - 22) makes decisions in all matters not reserved in the Statute for other school bodies,
  - 23) requests the governing body to amend the Statute,
  - 24) is responsible for the implementation of the recommendations resulting from the decision on the need for special education of the student.
  - 25) informs the governing authority on an ongoing basis about the state of the school, its achievements, difficulties and needs.
4. The School Director, pursuant to the provisions of law, may order an additional day off from classes and define days off from classes in the calendar of the school year, which, upon a written request of 15% of parents, submitted 2 weeks before the start of the day off, may be EMS school care days.

### **Teaching Associate Director**

#### **§ 8**

1. The position of the vice-director, called the Teaching Associate Director, is appointed in the school.
2. The Teaching Associate Director is responsible for the implementation of curricula and educational goals.
3. The tasks of the Teaching Associate Director include in particular:
  - 1) Preparation of a weekly timetable and submission for opinion to the Teachers' Council,
  - 2) Observation of classes (together with the Head of Pedagogical Supervision, if appointed),
  - 3) Prepare, on the basis of the observation of the classes and the Teacher's self-assessment form, the annual assessment of the teacher and discuss the results of this assessment with the teacher,
  - 4) Developing a plan for assemblies, school events and a school year calendar,
  - 5) Substantive development of a training offer addressed to parents of students,
  - 6) Substantive care for the recreation of children and adolescents,
  - 7) Conducting the recruitment procedure among candidates for the position of teachers at the school,
  - 8) Submitting to the Director of the conclusions from the procedures specified in point 2) and 3),
  - 9) Organizing as needed, at least once a month, meetings with teachers to discuss current issues,
  - 10) Preparing, on the basis of observation of classes and conversations with teachers, applications from the qualification procedure for a student and submitting them to the Director.

### **Head of Pedagogical Supervision**

#### **§ 9**

1. In a situation where the Director does not have the powers required by law in the field of pedagogical supervision, the Director appoints the Head of Pedagogical Supervision.
2. The competences of the Head of Pedagogical Supervision in particular:
  - 1) conducting internal evaluation aimed at improving the quality of the school's work,
  - 2) controlling the teachers' compliance with the law,
  - 3) supporting teachers in the implementation of their activities,
  - 4) observation of classes with the Teaching Associate Director - not less than once a month in each group and not less than 45 minutes until noon and 45 minutes after lunch,
  - 5) presenting the conclusions of the supervision to the Teaching Associate Director and the Director,
  - 6) conducting the school stage of the teachers' professional promotion,
  - 7) periodically (once per semester) checking the documentation of the teaching process and presenting conclusions to the Director,
  - 8) developing a teacher's professional development plan and an annual training plan,
  - 9) preparing draft appraisal of teachers and appraisal of professional achievements,
  - 10) developing a timetable for July and August and introducing changes on an ongoing basis throughout the school year,
  - 11) assisting the Teaching Associate Director with the preparation of the teacher's annual appraisal and discussing it with the teacher.

### **Administrative Associate Director**

#### **§ 10**

1. The Administrative Associate Director may be appointed in the school.
2. The superior of the Administrative Associate Director is the Director. The Director may expand, amend or clarify the responsibilities of the Administrative Associate Director set out in this document.

3. The Administrative Associate Director is responsible for the efficient functioning of the administrative, financial, technical, supply, maintenance and safety services, the implementation of strategic investments of the School, and in particular for:
  - a) organizing the work of the school administration,
  - b) planning and supervising the costs of the school, infrastructure maintenance costs,
  - c) maintaining the school's infrastructure,
  - d) development and operation of the IT system,
  - e) implementation of construction investments,
  - f) fixed assets management,
  - g) supply and transport,
  - h) safety of persons and property of the School,
  - i) social matters,
  - j) use of the school's local resources.
4. In the scope mentioned in point 3, as well as in the scope of authorizations granted by the Director, the Administrative Associate Director represents the school outside.

### **Teachers' Council**

#### **§ 11**

1. The Teacher's Council is a collective school body composed of all the teaching staff of the school.
2. The Teacher's Council is chaired and its work is managed by the Director.
3. The Teacher's Council operates in accordance with the regulations developed by itself and approved by the Director.
4. Meetings of the Teacher's Council are held in accordance with the adopted school calendar.
5. Resolutions of the Teacher's Council are binding when they were adopted by a simple majority of votes in the presence of at least half of its members. In the event of an equal number of votes for and against, the deciding vote belongs to the School Director.
6. The competences of the Teacher's Council include:
  - 1) adopting resolutions on the results of the classification and promotion of students,
  - 2) adopting resolutions on granting an individual course or curriculum,
  - 3) expressing opinions on the application of the Director and the governing body regarding the removal of a student from the list of students,
  - 4) submitting a request to remove a student from the list of students to the Director,
  - 5) giving opinions on the preventive and educational program of the school submitted by the Director,
  - 6) giving opinions on the draft School Regulations submitted by the Director,
  - 7) giving opinions on the school's work plan, including in particular the weekly timetable of classes, submitted by the Director,
  - 8) issuing opinions on the framework curriculum submitted by the Teaching Associate Director,
  - 9) giving opinions on the weekly timetable of classes submitted by the Teaching Associate Director,
  - 10) applying through the Director to the governing body for changes to the Statute,
  - 11) adopting resolutions on innovations in the curriculum submitted with a positive opinion of the teacher,
  - 12) determining the method of using the results of pedagogical supervision, including that exercised over the school or facility by the body exercising pedagogical supervision, in order to improve the work of the school or facility.
7. Persons participating in the meeting of the Teachers Council are obliged not to disclose matters raised at the meeting that may violate the personal rights of students or their parents, as well as teachers and other employees of the school.

8. Meetings of the Teachers' Council are held before the beginning of the school year, in each period in connection with the approval of the results of classifying and promoting students, after the end of annual school activities and as needed. Meetings may be organized at the request of the pedagogical supervision authority, on the initiative of the chairman, the person in charge and at least 1/3 of the members of the Teachers' Council.
9. The Pedagogical Council operates according to the regulations it has established.
10. Resolutions of the Teachers' Council are adopted by a simple majority of votes in the presence of at least half of its members.
11. Meetings of the Teachers' Council are recorded.

## **Parents**

### **§ 12**

1. Parents who enroll their child at the school agree that:

- 1) the first and most important educators of the student responsible for his/her development are the parents,
- 2) an important educational measure is the example of educators, in particular parents,
- 3) educational and teaching activities at the school are based on the Montessorian methodology, taking into account the requirements of the Polish educational law,
- 4) The school does not apply rewards, and punishments are replaced with natural consequences (resulting from the student's behavior),
- 5) the basic learning tool at the school are Montessori teaching aids, materials prepared by the teacher and work sheets, not textbooks,
- 6) at the request of the school, they will pick up the child immediately from the school - not later than within 90 minutes from the notification (e.g. in the case of suspicion of the student's illness or behavior that grossly negatively affects the functioning of the department or the school). Until the parents arrive, the school reserves the right to disconnect the student from the group,
- 7) shaping and maintaining positive educational and educational goals, especially in the areas indicated by the teacher, also requires work on their part (e.g. parents' participation in workshops organized by the school, practicing English with the child, reading in two languages until the child is unable to read fluently on his/her own. ),
- 8) classes at the school begin at the time specified in the schedule and the child must not be late for them.

2. Parents have the right to:

- 1) reliable information about the functioning of the student in various aspects of the life of the school and about its progress in learning,
- 2) meetings with teachers organized by the school at least twice a year,
- 3) receiving semester reports on the child's behavior and learning progress,
- 4) meetings with teachers on their duty hours, if in their opinion there are issues related to the student that require discussion,
- 5) obtaining information on the current organization of the school (e.g. school calendar, special events, trips, additional classes, menu, etc.) in the manner adopted at the school - i.e. posting on the notice board, by e-mail in the form of a newsletter or a post on the website the school's online or its social media,
- 6) showing support by the school in the process of education and upbringing of their children,

3. Parents' responsibilities include:

- 1) observing and ensuring that the student complies with the internal regulations of the school,

- 2) ensuring that the student regularly attends school classes, including his/her punctual arrival at the school and his/her punctual departure,
- 3) providing the Student with conditions enabling him/her to prepare for school activities, including equipping him with the necessary teaching aids, reading with a child who cannot read school books and helping the child with his projects,
- 4) equipping the student with clothes for classes in accordance with the internal files of the school,
- 5) active cooperation with the Director, teachers and other parents in the individual upbringing and educational process of the student,
- 6) regular participation in meetings appointed by the school, as well as in other activities of the school,
- 7) immediately, fully and strictly informing the school about all circumstances related to the student's health, which have or may have an impact on his/her safety at the school or the need for special treatment during classes; parents are responsible for the consequences of both the lack of immediate, complete and accurate information, as well as compliance by the school with the content of the information provided,
- 8) timely payment of tuition fees and any other financial obligations,
- 9) incurring general liability for damages caused by the student's culpable action,
- 10) cooperation for the school in order to show the student the consequences of his/her behavior and eliminate the negative effects of the behavior - e.g. repair by the parents and the student of damaged property.

### **Work organization at the School**

#### **§ 13**

1. The school educates children in grades from 1st to 8th.
2. The school started its activity in the school year 2014/2015 by establishing the first grade. In the following years, as it grows, the school will recruit to existing and newly created classes.
3. The dates of starting and finishing didactic and educational activities, Christmas breaks and winter and summer holidays are specified in the regulations on the organization of the school year and the calendar of the school year.
4. The Director has the right to order an additional day off from classes.
5. The school provides the students with care in accordance with the calendar of the school year resulting from the general regulations and orders of the Director.
6. The weekly timetable (determining the organization of obligatory didactic and educational activities as well as additional classes) is prepared each time before the beginning of the next school year by the Teaching Director and presented to the Teachers' Council for opinion.
7. The school year calendar and the list of extra-curricular activities are established by the School Director.
8. In each school year, the School has the right to modify the work organization referred to above, if it is dictated by the good of the students.
9. The basic forms of didactic and educational activity of the School are:
  - I. compulsory educational activities, which include educational activities in the field of general education carried out in the form of a minimum of 180 minutes of daily Montessori work,
  - II. additional educational activities, which include:
    - 1) classes in a modern foreign language other than a modern foreign language taught as part of the compulsory educational activities referred to in point 1,
    - 2) classes for which the core curriculum has not been established, but the curriculum for these classes has been included in the school's set of curricula,
    - 3) rehabilitation classes for disabled students,
    - 4) classes conducted as part of psychological and pedagogical assistance,

5) activities developing students' interests and talents.

10. The forms of didactic and educational activity of the school include also teaching religion, classes related to maintaining a sense of national, ethnic, linguistic and religious identity, in particular language learning and learning about one's own history and culture, and classes on human sexual life, organized in the manner specified in the regulations.
11. The above-mentioned educational activities are organized by the Director, with the consent of the governing body of the school.
12. The school may also conduct educational activities other than those mentioned above.
13. Classes may also be conducted with the participation of volunteers.
14. Compulsory classes for students start no later than 8.30 and end no earlier than 15.30.
15. The school provides the students, for an additional fee, with school care before the commencement of compulsory classes and after their completion, according to the Director's arrangements.
16. The School provides pupils with school care in July and in the first week of winter holidays.
17. The branch is the basic organizational unit of the school.
18. The teacher-student ratio cannot exceed 1:14 in one unit, and a one-year unit cannot have more than 25 students.
19. In the first stage of education (grades 1-3), the basic form of teaching and educational activity of the school is carried out in multi-year divisions, connecting grades 1-3, the student's own work, correspond to integrated teaching and taking place in a dimension not less than that provided for in the applicable framework curriculum. The duration of individual educational classes is determined by the leading teacher.
20. In the second stage of education (grades 4-8), classes are held in multi-year classes connecting grades 1-6 or 4-8, divided into subjects provided for in the core curriculum and the framework curriculum, in a dimension not less than that provided for in the current framework plan teaching.
21. In grades 4 to 8, division into groups is obligatory in the following cases:
  - 1) during compulsory computer education classes in classes with more than 24 students, classes may be conducted in a department or inter-department group with no more than 24 students; the number of students in the group may not exceed the number of computer workstations in the computer lab,
  - 2) on compulsory foreign language education classes in departments of more than 24 Students; classes may be conducted in a class, inter-branch or inter-class group of no more than 24 students; when dividing into groups, the level of proficiency in a foreign language should be taken into account,
  - 3) during compulsory physical education classes, classes may be conducted in a branch group, inter-branch or inter-class group, as well as in an inter-school group of no more than 26 students, provided that if the branch, inter-branch, inter-class or inter-school group includes disabled students attending for integration departments or students of special departments, the number of students in a group may not exceed the number of students in an integration or special department, respectively, specified in the provisions on the framework statutes of public schools.
22. Learning English (conducted in English) also includes the content resulting from the core curriculum.
23. Children learn first the content provided for in the core curriculum in Polish, and then they can repeat and consolidate the knowledge they have provided in English, except for subjects and content that must be taught in Polish in accordance with the provisions of law.
24. In grades 7-8, if a bilingual unit has been established, classes in 2 selected subjects are conducted in English.
25. During their own work according to the Montessori method (not less than 20 teaching hours per week), Teachers who know English use it to communicate with students.



26. Foreign language classes are held in groups adapted to the student's language proficiency.
27. Educational activities may also take place outside the school, eg. during a trip.
28. Students are required to wear the outfit specified in the School Regulations during classes and during their stay in the common room.
29. There are no rewards in the school, and penalties are replaced with natural consequences (resulting from the student's behavior).
30. The main learning tools at school are Montessori teaching aids, materials prepared by the teacher and worksheets.
31. An additional element of the school's work, not resulting directly from the organizational plan, are trips organized for cultural, educational or upbringing purposes, class trips with a clearly defined program agreed with the Director.
32. The transfer of students after the end of school or extra-curricular activities or after their stay in the day-room takes place only to the parents (legal guardians) or adults authorized in writing by the Parents; if a student who has reached the age of 7 is to be picked up by a minor - siblings who are over 10 years old, the parents are required to sign the appropriate authorization. The form of such authorization is available at the school office; parents are legally responsible for the safety of the child collected from the School by a person authorized by them; students in grades 4 - 8 who have reached the age of 10 may return home on their own only after the Parents (legal guardians) have signed the appropriate consent.
33. The school may oblige the parent to contact a psychologist, psychological and pedagogical counseling center or other supporting institution indicated by the school and to provide opinions issued by them.
34. Being late for classes longer than 15 minutes is treated as the student's absence from these classes.
35. The parent / legal guardian of the child is obliged to inform the school about the student's absence due to illness or departure. In the case of an infectious disease, also about what the disease is. At the same time, he undertakes to ensure that the student makes up for the arrears resulting from his/her absence up to two weeks after returning to the school.
36. The delay and absence of the student at school should be justified by the parent (legal guardian) up to two weeks after the student returns to school. After this period, excuses will not be accepted.
37. Students cannot bring to the school and use electronic devices (eg. phones, tablets etc.) without the consent of the teacher.
38. At school, in agreement with universities, various forms of teaching practice for students may be organized.
39. The conditions for conducting the internships referred to in sec. 1 and the principles of remunerating teachers conducting these traineeships are specified in separate regulations.
40. The teacher who is the guardian on the part of the school and the guardian appointed by the university are responsible for the proper conduct of educational activities and the student's work.
41. A school volunteer association is established at school.
42. The school volunteering association is an initiative addressed to students who want to help those most in need, react actively to the needs of the environment, initiate activities in the school and local environment, and support various types of charity and cultural initiatives.
43. The goals, assumptions and principles of operation of the school volunteering association are defined in its Regulations.

44. The tutor of the school volunteering association is a teacher or teachers who express their willingness to organize voluntary work for students and engage in selfless service to those in need.
45. All willing teachers, students and parents can participate in volunteering activities.
46. A primary school student may be awarded three points in recruitment to post-primary schools for achievements in activities for other people, especially in the form of volunteering or activities for the benefit of the school environment.
47. The rules for awarding points, as mentioned above, are regulated in a separate document - School rules for awarding points for volunteering and activities for the benefit of the school and local environment.

### **Teachers and other employees**

#### **§ 14**

1. The school teacher, in particular:
  - 1) carries out basic tasks: didactic, educational and caring, in accordance with the nature of the school as defined in the Statute,
  - 2) supports each student in his/her development and strives for his/her own full development,
    2. The basic principle of the teacher's work is to be guided by the good of the students, giving them a good example inside and outside the School.

#### **§ 15**

1. In carrying out the statutory tasks of the school, the teacher is in particular responsible for:
  - 1) the correct course of teaching and educational activities and the use of appropriate for the work method school program,
  - 2) creating a good and friendly work atmosphere full of respect and respect for freedom,
  - 3) responsible and active involvement in the activities of the school in accordance with its program and character,
  - 4) quality of didactic and educational work,
  - 5) taking into account the individual abilities and needs of students in the educational process,
  - 6) life, health and safety of students during classes conducted by the School,
  - 7) good and friendly cooperation with parents and other school employees,
  - 8) entrusted property of the school,
  - 9) systematic completion of school documentation,
  - 10) preparing semester reports on the behavior and progress of the student and discussing them at meetings with parents.
  - 11) preparation of materials for work with students prepared in accordance with the assumptions of Montessori pedagogy.
2. In addition to the obligations set out in point 1, the teacher should also:
  - 1) participate in the meetings of the Teachers' Council,
  - 2) take care of your neat appearance and personal cleanliness,
  - 3) to proudly represent the school,
  - 4) by his/her behavior and attitude, give students an example of moral sensitivity, responsibility for themselves and others, respect for people and the world, kindness, tolerance, duty and diligence.
  - 5) fill out, in a reliable and truthful manner, the self-assessment form, which is part of the teacher's annual appraisal,
  - 6) take an active part in teachers' meetings convened by the Teaching Associate Director.

## **§ 16**

1. Teachers are obliged to strive for their own personal development and to constantly expand their professional knowledge and improve their educational and didactic skills.
2. When fulfilling the obligation referred to in par. 1, The teacher plans his/her professional development taking into account the tasks and needs of the school.
3. The teacher has the right to obtain support from the school in performing the duties and the right to apply for support for activities aimed at increasing professional qualifications within the capabilities and needs of the School. The teacher's work is assessed in accordance with the relevant regulations.
4. The detailed scope of duties of the teacher and other employees of the school is specified in a separate document – Staff Handbook, which constitutes an integral part of the Statute.

## **§ 17**

1. Administration and service employees contribute to the school community.
2. They are obliged to fulfill their tasks in a way that shows the students, parents and teachers the proper and friendly functioning of the school.
3. They have the right to obtain support from the school in performing their duties and the right to apply for support for activities aimed at increasing their professional qualifications within the capabilities and needs of the school.

### **Rules for admitting students**

## **§ 18**

1. The basis for admitting a student to the school is the result of the qualification procedure.
2. The Director, in consultation with the governing body, determines the rules of the qualification procedure applicable in a given school year and makes them public by displaying them on the notice board, placing them on the website and providing information at recruitment meetings
3. The criteria taken into account for admission to the school include in particular:
  - 1) Parents accepting all internal documents of the school, in particular the Statute, the Prevention Program and Educational Program, and the Internal Assessment System,
  - 2) the parents' readiness to accept the Montessori method used in the school and to closely cooperate with the school,
  - 3) conclusions from the recruitment procedure prepared by the Teaching Associate Director on the basis of the candidate's observation during classes and interviews with teachers,
  - 4) school maturity,
  - 5) the child's maturity to work independently for 180 minutes and the degree of child's acceptance of the rules prevailing in the Montessori department,
  - 6) knowledge of the English language and prior attendance of the child in a Montessori kindergarten or school,
  - 7) attendance of the candidate's brother or sister to the school,
  - 8) Parents 'activity in the life of the School, in particular parents' participation in workshops organized by EMS.
4. An element of the qualification procedure is the full-day presence of the child for a period of time individually agreed with the parents in the preschool or school (the so-called Preparatory Course) and the conversation with the Director or a person designated by him/her with both parents (legal guardians) of the child or, in special cases, with one of the parents/legal guardians who actually take care for the child.

5. The decision on admitting a student to the school is made by the Director after reviewing the results of the qualification procedure. A student acquires the rights of a student of the school upon being entered on the list of students.
6. The rules of recruitment to the school are attached as Appendix 1 to the Statute.

### **Students' rights and obligations**

#### **§ 19**

1. Students are entitled to:
  - 1) friendly and subjective treatment,
  - 2) a well-organized process of teaching, upbringing and care,
  - 3) fair and open evaluation of their work,
  - 4) developing interests, abilities and talents,
  - 5) expressing your thoughts and views, as long as they are expressed in a cultural manner and with respect for others,
  - 6) using other rights, in particular those provided for in the Convention on the Rights of the Child.
2. A student whose right has been violated is entitled to a written complaint to the Director within 14 days of the violation of this law.
3. Students are required to:
  - 1) comply with the Statute and School Regulations and other internal regulations in force at the school,
  - 2) systematic and active participation in the educational process and the life of the school,
  - 3) respect teachers, colleagues, educators and others  
School employees,
  - 4) responsibility for one's own development and the life and health of one's own and other people,
  - 5) worthy representation of the School,
  - 6) care for the common good, law, order and school property,
  - 7) wearing the outfit specified in the School Regulations during classes and staying in the school care.

### **Internal Assessment System**

#### **§ 20**

Detailed rules of assessment are included in the Internal Assessment System, which constitutes Annex 2 to this Statute and is its integral part.

### **Final provisions**

#### **§ 23**

1. The Statute is given by the school and amended by the leading body on its own initiative or at the request of the Director.
2. Changes are made in the event of a change in the provisions of the education law and in the event of such a need.
3. The statute shall enter into force on September 1<sup>st</sup> 2021.

#### **§ 24**

In the event of liquidation of the school, the decision on the allocation of the property is made by the governing body.

**§ 25**

The school uses two seals: a round one with the state emblem and the name of the school on the rim, and a long one with the full name of the school and its address. Patterns of the seals are determined by the governing authority, subject to the applicable regulations.

**§ 26**

The appendices to this statute are:

1. Principles of admission to the school.
2. Internal Assessment System.

Katowice, on .....

..... ..

(stamp and signature of the lead authority)

Katowice, on .....

..... ..

(stamp and signature of the lead authority)