

## **STATUTES OF TALLINN EUROPEAN SCHOOL**

### **1. General Provisions**

- 1.1. The name of the school is Tallinn European School (in Estonian Tallinna Euroopa Kool) (hereinafter the School).
- 1.2. The address of the School is Tehnika 18, Tallinn 10149.
- 1.3. The School is a private school founded by Foundation Innove (hereinafter the School's Keeper), with the director of the School and the School Board serving as the governing bodies.
- 1.4. The School uses the curriculums developed under the Convention of defining the Statute of the European Schools (hereinafter the EB curriculum) for its learning activities.
- 1.5. The following documents apply to the School and are followed by the School: The Convention of defining the Statute of the European Schools, Basic Regulations governing the European Schools' system, Convention of Accredited European Schools (2013-01-D-64-en-4) and the Board of Governors of the European Schools documents.
- 1.6. The School provides pupils with an opportunity for the acquisition of nursery, basic and secondary education and hobby education.
- 1.7. The School has a nursery level (N1 and N2), a primary level (P1-P5) and a secondary level (S1-S7).
- 1.8. The School has an English language section and a French language section. The School's languages of instruction are English and French
- 1.9. The School's languages of public administration are Estonian and English. In case of contradictions in the texts of documents in languages of administration, the Estonian version of the document will prevail.

### **2. Duties of the School's Keeper**

- 2.1. The duties of the School's Keeper's Supervisory Board are to:
  - 2.1.1. Establish, acquisition, transfer or terminate the School's activities;
  - 2.1.2. Approve and amend the Statutes of the School;
  - 2.1.3. Determine the operation and development directions of the School;
  - 2.1.4. Appoint and recall the director of the School;
  - 2.1.5. Decide on an additional language section and language of instruction;
  - 2.1.6. Establish the amount of the School's tuition fee.
- 2.2. The duties of the School's Keeper's Management Board are to:
  - 2.2.1. Approve the composition of the School Board;
  - 2.2.2. Fulfil the duties of the School Board until the composition of the School Board has been approved;
  - 2.2.3. Approve the School's budget;
  - 2.2.4. Establish the procedure for tuition fee reduction in case a pupil leaves the School before the end of the school year and in case a pupil enrolls later in the school year;
  - 2.2.5. Establish the procedure for applying and granting tuition fee reductions; regarding school's teachers' and staff's children's tuition fees in accordance with the procedure;
  - 2.2.6. Conclude an employment contract with the director;
  - 2.2.7. Perform other tasks originating from legal acts based on law, applicable documents to the School or the School's Keeper's documents.

### 3. Duties of the director

#### 3.1. The director:

- 3.1.1. Manages the School by following the legal orders of the School's Keeper and the School Board and represents the School's Keeper in school-related issues under the authority that the School Keeper has issued to him/her for this purpose;
- 3.1.2. Performs tasks originating from the Statutes, employment contract and legal acts based on law;
- 3.1.3. Is the representative of the employer for the School's employees;
- 3.1.4. Presents data and views about the School's activities to the School's Keeper and the School Board;
- 3.1.5. Formalises his/her decisions with an order and the orders of the director are compulsory for the employees and pupils to perform;
- 3.1.6. Takes care of the general condition and the development of the School and the targeted and appropriate use of the financial means and the premises of the School;
- 3.1.7. Proposes to amend the Statutes;
- 3.1.8. Once in six (6) months presents to the School Board and the School's Keeper an overview of the development and educational activities and financial condition of the School;
- 3.1.9. Informs the School's Keeper of the decisions made by the Board of Governors of the European Schools, the Secretary-General of the European Schools and other supervising institutions;
- 3.1.10. Arranges and controls the execution of the EB curriculum;
- 3.1.11. Prepares the draft budget for the School and presents it for approval to the School's Keeper;
- 3.1.12. Confirms the documents necessary for the organisation of studies;
- 3.1.13. Decides on the formation of an aftercare group, the occurrence of extra-curricular activities and other afterschool activities and their fees in coordination with the School's Keeper;
- 3.1.14. Approves the annual deadlines for the submission of applications and for further actions according to the procedure for pupil's enrolment, exclusion and graduation from the School;
- 3.1.15. In accordance with the established procedure, decides to grant tuition fee reduction in case a pupil leaves the School before the end of the school year or in case a pupil enrolls later in the school year;
- 3.1.16. Decides to grant tuition fee scholarships to pupils in accordance to the established procedure;
- 3.1.17. Manages the activities of the Class Councils;
- 3.1.18. Listens to the Teachers' Council's suggestions and advice on learning and educational activities;
- 3.1.19. Convenes the General Meeting of Parents and the General staff meeting;
- 3.1.20. Approves the Statutes of the Student Council;
- 3.1.21. Issues class and graduation certificates;
- 3.1.22. Decides on the use of the School facilities, rooms, library, learning, sports, technical and other means of the School for pupils' extracurricular activities;
- 3.1.23. Guided by the budget, decides the cover of expenditure for teaching materials, educational visits, recreational activities and expenditure related to the organisation of studies for pupils with special educational needs;
- 3.1.24. Shall submit data and documents reflecting the School's activities to the School's Keeper at its request;
- 3.1.25. Concludes contracts by proxy;
- 3.1.26. Concludes, amends and terminates employment contracts with employees;
- 3.1.27. Decides on holding a competition to fill vacant positions.

#### **4. Competence and tasks of the School Board, members' appointment and recall procedure and the duration of their authorisation**

4.1. The School Board (hereinafter the Board) is a collegial body, the aim of which is to support the management of the School.

4.2. Duties of the Board are to:

4.2.1. Make proposals through the School's Keeper's Management Board to the School's Keeper's Supervisory Board to amend the Statutes of the School and to determine the courses of action and development directions of the School;

4.2.2. Hear out the director's annual execution of the development plan and work overview;

4.2.3. Establish the procedure for pupils' enrolment, exclusion and graduation from the School;

4.2.4. Make proposals to the director about the development of the School's learning and educational activities;

4.2.5. Approve the School Rules;

4.2.6. Approve other documents regulating the arrangement of the School, provided that the right of approval by law is under the competence of the Board;

4.2.7. Express its point of view in issues within its competence under the Statutes.

4.3. The Board members' appointment and recall procedure, duration of authorisation.

4.3.1. The Board has up to nine (9) members. The School's Keeper will appoint and recall the members of the Board.

4.3.2. Proposals for appointment and recall of the members can be made by the Board and by the teachers, the parents, the Student Council and the School's Keeper on members nominated by these bodies.

4.3.3. The authority of a Board member shall commence at his/her appointment as a member of the Board and last from the appointment school year until the end of the third (3.) school year. Among other things, the authority expires prematurely if the member no longer has the status provided for in clause 4.4., which is the basis for the selection of his/her membership.

4.4. The composition of the Board includes:

4.4.1. The director of the School;

4.4.2. One (1) representative of the teachers from Nursery and Primary level and one (1) representative of the teachers from Secondary level who are chosen by the Teachers' Council;

4.4.3. One (1) representative of the parents from Nursery and Primary level and one (1) representative of the parents from Secondary level who are chosen by the Parents' Board;

4.4.4. One (1) representative of pupils from older school levels (S6 and S7) who are chosen by the Student Council;

4.4.5. Two (2) representatives of the School's Keeper who are appointed by the School's Keeper's Management Board.

4.4.6. One (1) representative from an European Agency (eu-LISA) appointed by the eu-Lisa's director.

4.5. Among its members, the Board will choose a chairperson and a deputy chairperson. The meeting to choose the chairperson and deputy chairperson of the Board has a quorum if at least 2/3 of the members of the Board participate in voting.

4.6. In the absence of the chairperson of the Board he/she is replaced by the deputy chairperson.

4.7. The Board meetings will be held at least three (3) times in a school year.

4.8. The Board meeting will be convened and chaired by the chairperson of the Board or in his/her absence, the deputy chairperson.

4.9. A notice about the meeting, indicating the time, place, draft resolutions and other necessary material about the agenda and main issues in the agenda, will be sent to the members of the Board at least ten (10) days in advance.

- 4.10. Every member has the right to make proposals on the agenda of the meeting. The meeting agenda may only include issues within the authority of the Board to decide on. The Board may be presented with other issues to discuss and the Board will take a position but will not make a decision.
- 4.11. The Board meeting has a quorum if at least half of the members of the Board take part in the meeting.
- 4.12. Each member has one vote.
- 4.13. Decisions at the meetings are taken by absolute majority of the members attending the meeting. If the votes are divided equally, then the chairperson's vote will be decisive.
- 4.14. The meetings are recorded in minutes. The minutes are prepared by a secretary appointed for that purpose by the chairperson of the Board. All the attending members and the secretary shall sign the minutes.
- 4.15. The Board has the power to adopt decisions without convening a meeting.
- 4.16. To adopt a decision without convening a meeting, the chairperson of the Board, in his/her absence the deputy chairperson, shall send the draft of the decision, including necessary materials to the members of the Board and shall determine a deadline for the members to reply in a format that can be reproduced in writing whether they are in favour or against. The deadline shall not be less than five (5) working days. If a member of the Board fails to reply within the set deadline whether he/she is in favour or against, it shall be considered that he/she votes against the decision. The decision shall be deemed adopted if the absolute majority of the members vote for it. The voting shall be recorded in the minutes. All the voting members and the secretary shall sign the minutes.

## **5. Competence, tasks and composition of the Teachers' Council, Class Councils and the Parents' Board**

- 5.1. The task of the Teachers' Council is to submit proposals and opinions on learning and educational activities within their competence. 5.1.1. The Teachers' Council:
- 5.1.1.1. Counsils the director on issues related to learning and educational activities;
  - 5.1.1.2. Analyses and submits an opinion on documents related to learning and educational activities; 5.1.1.3. Makes proposals on improving the School's learning and educational activities;
  - 5.1.1.4. Makes proposals about issues regarding teachers.
- 5.1.2. The Teachers' Council elects two (2) teachers' representatives to the School Board.
- 5.1.3. The Teachers' Council is convened and chaired by one of the two teachers' representative to the School Board.
- 5.1.4. All the School's pedagogues, including assistant pedagogues, take part in the Teachers' Council.
- 5.1.5. The decisions of the Teachers' Council are deemed adopted by a simple majority of all participants to the meetings.
- 5.1.6. The Teachers' Council meetings are recorded in the minutes.
- 5.1.7. The Teachers' Council takes place at least three (3) times in a school year.
- 5.2. The task of Class Councils is to analyse and evaluate the learning and educational activities within their competence and according to the EB curriculum and to make decisions on the provision of education.
- 5.2.1. The Class Council:
- 5.2.1.1. Analyses the academic performance and behaviour of pupils and makes decisions on how to support a pupil's development;
  - 5.2.1.2. Decides on the transfer of a pupil to the next grade and graduation;
  - 5.2.1.3. Discusses issues related to learning and educational activities of pupils and makes corresponding decisions.
- 5.2.2. Class Council is convened and chaired by the director or in his/her absence the deputy director.
- 5.2.3. All the pedagogues, including assistant pedagogues teaching a particular class take part in Class Councils.

5.2.4. Class Councils' decisions are adopted by a simple majority of all the participating pedagogues, except for the assistant pedagogues.

5.2.5. Deliberations of Class Councils are confidential.

5.2.6. Decisions of Class Councils are recorded in the minutes.

5.2.7. Class Councils take place at least twice (2) a school year.

5.3. The task of the Parents' Board is to mediate parents' ideas that are worthy of implementing and to cooperate with the School.

5.3.1. The Parents' Board:

5.3.1.1. Cooperates with the School's management and teachers on learning and educational activities;

5.3.1.2. Compiles, systematises and formulates the expectations and interests of the parents when important decisions concerning the pupils are made and communicates these interests and expectations between parents and the director and the School Board;

5.3.1.3. Participates in the planning and organising of support services that are needed for the success of the learning and educational process;

5.3.1.4. Makes proposals to have more diverse extra-curricular activities.

5.3.2. The composition of the Parents' Board includes a representative of the parents from each class who is elected by the parents of the class for one (1) academic year.

5.3.3. The Parents' Board is convened by the chairperson or the deputy chairperson of the Parents' Board who are elected by the Parents' Board.

5.3.4. The Parents' Board elects two (2) parents' representatives to the School Board.

5.3.5. The decisions of the Parents' Board are deemed adopted by a simple majority of all participating Parents' Board members.

5.3.6. The Parents' Board meetings are recorded in the minutes.

5.3.7. The Parents' Board takes place at least three (3) times in a school year.

## **6. Statutes amendment procedure**

6.1. The director and the School Board have the right to submit proposals to amend the Statutes of the School.

6.2. The statutes amendments will be approved by the School's Keeper's Supervisory Board, hearing out the opinion of the director and the School Board.

## **7. Principles of the organisation of studies**

7.1. The main aim of the School is to support pupils' development through the learning and educational process.

7.2. A positive development environment that promotes learning and where parents, pupils and pedagogues will cooperate in order to achieve common aims will be created in the School.

7.3. The organisation of studies and education is based on the EB curriculum, work plans compiled on the basis of the EB curriculum and the School Rules.

7.4. The School has a stationary form of study.

7.5. A school year lasts from the last Thursday of August until the last Wednesday of August the following year.

7.6. A school year consists of two (2) semesters and school holidays.

7.7. A school year is divided into study periods, weeks, days and lessons. Educational activities shall include educational visits and camps.

7.8. There are at least 180 days of study in a study period, 181 days of study in a leap year.

7.9. In one calendar week, there are up to five (5) days of study, the study days of one calendar week make up a study week. A weekly study load of the pupils in lessons will be determined in the EB curriculum.

7.10. The duration of learning activities in Nursery and the 1st and 2nd grade of the Primary level is 30 minutes and the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade of the Primary level and the Secondary level is 45 minutes. During the school day there are at least two (2) 15-minute recesses and one (1) 45-minute recess.

7.11. The sequence and duration of learning activities will be determined in a timetable and daily schedule of the School.

7.12. The maximum number of pupils in a class is 15 pupils in Nursery 1 level, 20 pupils in Nursery 2 and Primary level (P1-P5) and 25 pupils in Secondary level (S1-S7).

7.13. Pupils' knowledge and skills are evaluated on the basis of the assessment procedures of the EB curriculum.

7.14. The pupils will be acknowledged and dispraised according to the procedures determined in the School

Rules. 7.15. Based on Class Councils decisions, pupils are issued a report card twice a school year at the end of both the semesters.

## **8. Pupils' admission, exclusion and graduation procedure**

8.1. The admission and the exclusion of a pupil is regulated with the pupils' admission, exclusion and graduation procedure.

8.2. In accordance with the procedure specified in clause 8.1., the director confirms the deadlines for submitting admission applications and for further actions. Information about the deadlines for submitting admission applications and further actions is published on the School website ([www.est.edu.ee](http://www.est.edu.ee)).

8.3. The School enters into contract with the pupil or his/her legal representative. In the agreement, the School undertakes the obligation to provide the pupil with education pursuant to the EB curriculum and the pupil and his/her legal representative undertake to comply with the legislation, including School Rules, pay the tuition fee and other fees and benefits arising from the agreement.

8.4. Based on the decision of the Secretary-General of the European Schools, the director issues a European Baccalaureate graduation certificate to a pupil who graduates.

## **9. Tuition fee and other expenses**

9.1. Tuition fee is a fee that is paid by the pupil's representative to the School to cover part or all of the educational expenses. In addition to the tuition fee, there are additional expenses related to educational visits, instructional materials, catering and hobby activities that accompany studying in the European School, also expenses related to special educational needs.

9.2. For people working in the institutions and agencies of the European Union, the tuition fee of their children is paid by the corresponding institution or agency. The School Keeper's Management Board decides on each exemption from tuition fee for the children of the School's teachers and other staff members in accordance with the procedure for the application and assignment of tuition fee reductions.

The additional expenses that accompany studying in the School are covered by the pupil's representative mentioned in this clause, with the exception of additional expenses related to special educational needs for the children of the employees of the institutions and agencies of the European Union.

9.3. The amount of the tuition fee will be approved by the School's Keeper each year at least three (3) months before the beginning of the school year.

9.4. The amount of the tuition fee will not be increased during a school year.

9.5. Between two (2) school years, the amount of tuition fee may be increased up to 10%, unless the contract between the School's Keeper and the pupil does not state otherwise.

9.6. Information about the amount of tuition fee will be published on the School website ([www.tes.edu.ee](http://www.tes.edu.ee)).

9.7. The director of the School has the right to decide on the basis of the established procedure to reduce the amount of tuition fee for a pupil who left the School before the end of the school year or enrolled later in the school year and has the right to decide on covering the expenses related to instructional materials, educational visits, hobby activities and expenses related to special educational needs.

9.8. Study allowances are not granted in the School.

## **10. Rights and obligations of the pupils**

10.1. The laws of the Republic of Estonia, the related legal acts, statutes and rules of the School regulate the behaviour of the pupils at School.

10.2. Rights of the pupils:

10.2.1. To form a Student Council at the School, also to form unions, clubs, studios and hobby groups the aims and activities of which are not in contradiction with the learning and educational activities of the School;

10.2.2. To use the School facilities, rooms, library, learning, sport, technical and other means of the School in extracurricular activities according to the established procedure and function;

10.2.3. To receive information from the School about school organisation and rights of pupils, also the primary information about the learning possibilities;

10.2.4. To turn to the Student Council, class teacher, School director or child protection organisations for protection of his/her rights;

10.2.5. To participate in the work of the School hobby groups, studios, etc;

10.2.6. To receive first aid;

10.2.7. To receive all-around learning help for development and self-realisation;

10.2.8. To receive information about the assessment procedure and grades from the class teacher or subject teacher;

10.2.9. To express his/her opinion and make proposals for the improvement of school life.

10.3. Obligations of pupils:

10.3.1. To perform the compulsory school attendance, prepare for the lessons and perform the learning tasks (homework, tests, examinations, preliminary examinations, etc.) on time;

10.3.2. To participate in learning activities pursuant to the valid organisation of study and have a conscientious attitude towards learning – to prepare for each lesson, take all study aids with him/her that are needed for that particular school day, not to disrupt the work of fellow classmates nor teachers, actively participate in a lesson, ask for a permission to leave a classroom for a justified need;

10.3.3. To follow the School Rules;

10.3.4. To have a respective, dignified and good-hearted attitude towards everybody and follow the generally respected behavioural norms;

10.3.5. To use the study aids and study rooms according to their intended purpose, to preserve the property of the School;

10.3.6. To immediately inform the class teacher, teachers, School director or deputy director about all instances of mental or physical violence, accidents or other cases of hazardous situations.

## **11. Rights and obligations of the pedagogues and other employees**

11.1. The employees of the School are the pedagogues and other employees.

11.2. The School pedagogues within the meaning of this article 11 are the teachers, including assistant teachers, the director, the deputy director and educational support staff. 11.3. Rights of the pedagogues:

- 11.3.1. To participate in the development activities of the School;
- 11.3.2. To make proposals to the director about the better arrangement of work;
- 11.3.3. To turn to his/her deputy director or director for counselling;
- 11.3.4. To demand the existence of necessary work equipment and assurance of work conditions from the director;
- 11.3.5. To receive additional training in the volume provided by law; 11.3.6. To have personal development and achievement interviews.

11.4. Obligations of pedagogues:

- 11.4.1. To actively take part in the work of the School according to the employment contract and job description;
- 11.4.2. To consistently cooperate with parents;
- 11.4.3. To engage in professional self-improvement;
- 11.4.4. To take care of the pupils, to be aware of the advancement and development of the pupils;
- 11.4.5. To follow the established curriculum when conducting learning activities; 11.4.6. To report about his/her work if the School Board or director so require.

11.5. Rights of other employees of the School:

- 11.5.1. To make proposals to the director about the better arrangement of work;
- 11.5.2. To turn to his/her direct manager or director for counselling;
- 11.5.3. To demand the existence of necessary work equipment and assurance of work conditions from the director;
- 11.5.4. To receive additional training in the volume provided by law; 11.5.5. To have personal development and achievement interviews.

11.6. Obligations of other employees of the School:

- 11.6.1. To actively take part in the work of the School according to the employment contract and job description;
- 11.6.2. To engage in professional self-improvement;
- 11.6.3. To take care of the pupils;
- 11.6.4. To report about his/her work if the School Board or director so require.

11.7. The task of pedagogues and other employees of the School is to create a learning and educational environment, which is based on mutual respect and understanding of the pupils and pedagogues and cooperation with the homes of the pupils.

11.8. The task of pedagogues and other employees of the School is to ensure an undisturbed operation of the School and the preservation and good condition of its property.

11.9. The task of pedagogues and other employees of the School is to be aware of the requirements of personal data processing and to process the personal information of the pupil and his/her family in accordance with the law.

11.10. The more specific tasks, rights, obligations and responsibilities of pedagogues and other employees of the School are determined in the School's code of conduct, work organisation rules, job description, employment contract and by other laws and procedures of the School's Keeper regulating employment relationships.

## 12. Termination of the activities of the School

12.1. The School's keeper must initiate the termination of the School activities if:

- 12.1.1. The School does not have an education license for six (6) months;
- 12.1.2. The School's keeper is placed in liquidation;
- 12.1.3. The School's keeper or the School Board make the decision that the further activities of the School have become impractical;
- 12.1.4. The inspectors of the European School will not accredit the School; 12.1.5. In other cases, provided by law.



