

GENERAL RULES OF TALLINN EUROPEAN SCHOOL

1. GENERAL PROVISIONS

- 1.1. Tallinn European School (TES) follows the “General Rules of the European Schools” (2011-04-D-11-en-2) as far as they are relevant for accredited European Schools.
- 1.2. The general regulations of the European Schools, as well as the syllabi, can be found at www.eurisc.org
- 1.3. Rules and regulations apply to all TES staff, pupils and pupils’ parents.

2. DAILY SCHOOL SCHEDULE

2.1. Arrival and departure

- 2.1.1. School is open from 8:00 until 18:00. Lessons start according to the timetable as follows:
 - 2.1.1.1. Nursery 1 – Primary 2 from 9:00;
 - 2.1.1.2. Primary 3 – Secondary 7 from 8:15.
- 2.1.2. All pupils are expected to be in attendance, in their scheduled classes, by the sounding of the bell. Three unexcused late arrivals, will equal an unexcused absence. Unexcused absences will be marked in the school reports.
- 2.1.3. Parents are responsible for the pupils until their arrival at school. The school's responsibility begins from the first lesson and ends with the last. The responsibility of the school is limited to the school premises.
- 2.1.4. Primary 1 – Secondary 3 pupils are obliged to go outside during the lunch break, but they are not allowed to leave the school premises.
- 2.1.5. Secondary 4 - Secondary 7 pupils may leave the school premises at lunch time or during free lessons but only with a written authorisation from parents. They may also choose to remain in the school building at designated areas.
- 2.1.6. Participation in the lessons is a right and an obligation.
- 2.1.7. All pupils need to leave the school premises after the lessons end unless they have scheduled studies or other activities.
- 2.1.8. Nursery, Primary 1 and Primary 2 pupils must be dropped off and collected only by their parents or legal representatives. Should a pupil unexpectedly need to be picked-up by unauthorised person(s), the parent(s) is/are obliged to inform the school by calling the school office or front desk. The office or front desk will ensure the teacher or aftercare teacher receives the information. The person picking the pupil up must show a photo ID.
- 2.1.9. Parents can sign an authorisation allowing someone else to pick up their child and preferably introduce this person to the teacher. They can also sign an authorisation for an older sibling from Secondary to pick up a child from Nursery. Pupils from Primary 3 to Primary 5 are not allowed to take younger siblings out of the school premises if the parents have not previously presented a written document authorising such an arrangement. It is not allowed, under any circumstances, for a Primary 1 or 2 age pupil to pick up their brothers and sisters from the Nursery section.
- 2.1.10. After-care services are available for Nursery - Primary 4 pupils every school day until 18:00.
- 2.1.11. Morning assemblies will be carried out on a regular basis. Pupils and teachers shall participate in the morning assemblies. Parents are welcome to attend.

2.2. Teacher’s consultations and other meetings

- 2.1.1. Primary and Secondary teachers must be available for consultations and meetings with pupils and parents once a fortnight. The duration of the consultation time shall not exceed 30 minutes. The Consultation schedule is posted on the TES webpage. For retaking of tests, respective arrangements should be made with the subject teacher.

3. DAILY MONITORING AND FEEDBACK

- 3.1. In accordance with the TES Guidelines of Assessment, a pupil and his or her parent or legal representative must be informed to an acceptable degree about a pupil's progress with their studies and of the pupil's work.
- 3.2. Regular progress and homework will be available in eKool.
- 3.3. All homework must be entered into eKool. Homework for the next day must be entered into eKool on the day it is assigned and no later than 18:00. Pupils are under no obligation to hand in homework assigned for the next school day that has been entered into eKool later than the 18:00 deadline.
- 3.4. Other information and notifications are inserted within 24 hours, formative and summative marks within one week.
- 3.5. Parents and secondary pupils have the obligation to check eKool on a daily basis.
- 3.6. The pupil's workload may not be excessive, thus preventing him or her from having sufficient time for rest, recreation and leisure activities and must adhere to the guidelines set by the TES Homework Policy.
- 3.7. Teachers must ensure that no more than one summative test, project or other major task is scheduled for one school day.

4. ABSENCES

- 4.1. Pupils are required to attend classes on a regular and punctual basis in accordance with the annual calendar and the weekly timetable issued to them at the beginning of each school year.
- 4.2. A pupil's attendance at lessons shall be considered regular if the number of presences is at least 90% of the number of periods organised.
- 4.3. Parents shall plan any family holiday travelling during TES official holidays only.
- 4.4. Class Teachers and the Director should be notified at least one week in advance about planned absences and they must be registered in eKool.
- 4.5. The Director may give a pupil permission to be absent from school for personal reasons. Permission may be granted for a maximum of five days plus reasonable travelling time. Applications must be made in writing, indicating the period of absence and giving reasons for the absence.
- 4.6. Should the pupil be absent for more than five school days, a temporary home schooling agreement must be signed between the school and the parents. A temporary home-schooling agreement shall be given not more than once per semester.
- 4.7. Unforeseen absences must be notified by e-mail to the class teacher or in urgent cases a telephone call to the school office no later than 9:30 on the first day of absence.
- 4.8. In the case of a sudden, medical concern, the pupil will be sent to the school nurse or to the Support Coordinator (special educational teacher or school administration), who will decide whether to send the pupil home or have the pupil rest in the nurse's room. The nurse or substitute must contact the pupil's parent if the pupil is to be sent home.
- 4.9. The pupil is also welcome to visit the school nurse upon arriving back to school after the health-related absence, especially in the case of a recent, contagious illness.

5. DRESS CODE

- 5.1. There is no specific dress-code at TES; however, teachers and pupils are expected to dress appropriately. Items of clothing with offensive language, images and/or messages, are deemed inappropriate and not allowed.
- 5.2. Pupils and staff shall wear indoor, non-marking shoes in the school building. Outerwear including hats and outdoor shoes shall be left in the cloakroom.
- 5.3. Items of clothing of Nursery and Primary pupils must be labelled.
- 5.4. Makeup is not allowed for Primary level pupils.
- 5.5. During festive occasions every pupil is expected to wear formal clothing.

6. PUPIL'S DUTIES AND BEHAVIOUR

6.1. Diary

- 6.1.1. The school diary is compulsory for pupils from Primary 1 up to Secondary 3.
- 6.1.2. Pupils above Secondary 3 can choose between the TES school diary or one of their choosing.
- 6.1.3. Parents must ensure that the name of the pupil, the name of parents and useful numbers are listed on the first page in case of an emergency.
- 6.1.4. The diary serves as a means to note homework and occasional communication between parents and teachers. It is every pupil's responsibility to keep it up to date.
- 6.1.5. eKool does not replace the pupils' diary.
- 6.1.6. Lost school diaries are replaced at a cost of 5 euros each.

6.2. Phones and other ICT devices

- 6.2.1. Personal mobile and smartphones and all other ICT devices in Nursery and Primary levels are not allowed to be used during school hours.
- 6.2.2. Secondary pupils can use personal mobile and smartphones and all other ICT devices only in the designated areas.
- 6.2.3. Photographing, recording, filming and transmitting on school premises is allowed only with the permission of the teacher.
- 6.2.4. If the above rules are not respected or adhered to, any member of staff has the right to confiscate personal mobile and smartphones and all other ICT devices. Items can be collected at the end of the school day from the school office.
- 6.2.5. In case of any emergency, parents can call the school office, which will seek to immediately inform the pupils.
- 6.2.6. Any further rules regarding ICT devices can be found in the TES IT Policy.

6.3. Behaviour guidelines

- 6.3.1. Everyone in the school community should be mindful of their interactions with one another and show respect, care, trust and support.
- 6.3.2. Pupils shall assume responsibility for their choices, actions, commitments and deadlines.
- 6.3.3. Pupils of TES shall represent the school and themselves with dignity.
- 6.3.4. In order to ensure a safe and friendly learning environment, pupils are provided with regular supervision during the breaks.
- 6.3.5. TES follows a strict anti-bullying policy.
- 6.3.6. In the case of bullying, all members of the school community have the responsibility to act upon it and to report it to the KiVa-team member or other relevant member of staff.
- 6.3.7. In case of physical violence parents of all pupils involved will be notified immediately and the offending pupil(s) will be asked to be picked up by their parents.
- 6.3.8. It is the role of all to take pride in the property of TES (i.e. no writing on walls or desks).
- 6.3.9. Any incident, accident or act of vandalism must be reported to the Director immediately.
- 6.3.10. Any act of vandalism towards school equipment will be referred to the Discipline Council where appropriate measures will be taken.
- 6.3.11. All pupils must keep the school clean and must tidy up after themselves.
- 6.3.12. Energy drinks, smoking, drugs, alcohol and any form of weapon are not allowed on any part of the premises of TES at any time and by any person.
- 6.3.13. Chewing of gum is not allowed during the lessons.
- 6.3.14. Pets are not allowed on school premises.
- 6.3.15. The starting and ending times of the lessons must be respected
- 6.3.16. Pupils' discipline issues will be handled according to the TES Disciplinary Policy.

7. SCHOOL FACILITIES

7.1. Canteen

- 7.1.1. TES canteen is catered by an external provider and offers healthy and nutritious food.
- 7.1.2. Pupils are only allowed to eat in the canteen, this includes food that has been brought along from home. Parents are encouraged to follow the same guidelines as the caterer.
- 7.1.3. S4-S7 pupils that choose to have lunch off premises, are under no circumstances allowed to bring junk food / soft drinks back to school premises.
- 7.1.4. Personal mobile and smartphones and all other ICT devices are not allowed at lunch.

7.2. Toilets

- 7.2.1. Any faults or leakages must be reported to a teacher.

7.3. Library

- 7.3.1. The library is open during school hours, from 8:15 to 15:15, and is staffed by the school librarian.
- 7.3.2. Every visitor is expected to follow the library rules. This includes no food and drinks in the library.
- 7.3.3. Books and all other materials borrowed must be returned within 14 days; extensions are at the discretion of the librarian.
- 7.3.4. Damaged or lost books must be replaced. The damage of a library item will be assessed on a case-by-case basis.
- 7.3.5. If required, the library can be used for doing homework after lessons, without supervision.

7.4. Lockers

- 7.4.1. Each pupil will have a personal locker.
- 7.4.2. The pupil and his/her parents are responsible for the safekeeping of the key.
- 7.4.3. Lost keys are replaced at a cost of 5 euros per key.
- 7.4.4. Open lockers should be reported immediately to the school office.

7.5. School-yard

- 7.5.1. Schoolyard rules must be followed at all times.
- 7.5.2. Schoolyard breaks are supervised at all times.

8. SCHOOL SECURITY

8.1. Security

- 8.1.1. Only parents of Nursery and Primary 1 pupils are allowed to enter the building every school day morning between 8:00-9:00 to hand the child(ren) over to the assistant or to the teacher. Primary 2 parents are allowed to enter the school building to pick up their child(ren) after the end of lessons. Other parents can only come as far as the front desk.
- 8.1.2. Pick-up of pupils should be no earlier than the end of the lesson.
- 8.1.3. Parents must at all times wear Parent Badges while in the school building.
- 8.1.4. All school guests have to check-in at the front desk and use the Guest Badge.
- 8.1.5. School premises are monitored by CCTV cameras 24 hours per day.
- 8.1.6. The Front Desk Monitoring service is provided on school days from 7:00 till 19:00.
- 8.1.7. A manned security service will be provided by a professional security firm between the hours of 7:45 and 18:00.

- 8.1.8. All gates and doors will remain locked at all times. Access will only be possible via key-cards and badges.
- 8.1.9. Objects deemed dangerous or a threat to members of staff and pupils are strictly forbidden.
- 8.1.10. The school is not responsible for the loss or damage to any personal items students have chosen to bring to school.
- 8.1.11. After school hours, classrooms are out-of-bounds to pupils and parents.
- 8.1.12. Fire drills are carried out on a yearly basis. All administrative staff have completed a security training.

8.2. Lost and found

- 8.2.1. Items found on school premises will be collected and placed in the Lost and Found cupboard located at the designated area. At the end of the academic year, unclaimed items will be donated to charity.
- 8.2.2. Items marked or labelled, will be returned to the pupils.

9. EDUCATIONAL VISITS

- 9.1. The aim of educational visits is to ensure learning process outside the classroom. Therefore all educational visits are linked to the EB curriculum and shall be organised by the school.
- 9.2. Educational visits are carried out during the lessons time and are compulsory to attend.
- 9.3. Permission slips, signed by parents, are required for each visit.
- 9.4. In the absence of a permission slip, the pupil will not be allowed to participate in the visit.
- 9.5. The teacher in charge of the visit has the right to exclude pupils for disciplinary reasons.
- 9.6. Details of educational visits and the cost will be announced at least one week in advance. Staff should be given sufficient warning of at least one week.
- 9.7. In the event of a permission slip not being handed in by the pupil or a pupil being excluded from the visit for disciplinary reasons the pupil is obliged to be at school for the duration of the visit.
- 9.8. Fixed Primary level educational visits:
 - 9.8.1. In P3, an outdoor camp is organised for 2 days.
 - 9.8.2. For P5 a transition camp is organised for 3 days.
 - 9.8.3. Two Sports Days are organised per year.
- 9.9. Fixed Secondary level educational visits:
 - 9.9.1. In S1, a transition camp is organised for 3 days.
 - 9.9.2. In S2 a nature camp is organized for 2 or 3 days.
 - 9.9.3. In S4 a biology camp is organized for 2 or 3 days.
 - 9.9.4. In S6 a trip abroad, linked to the L2 or L3 dominant language in the class, is organized for 7 days.
 - 9.9.5. Two sports days are organised per year.
- 9.10. All educational visits are conducted according to TES procedures for educational visits.

10. SPORT COMPETITIONS

- 10.1. TES pupils will participate in sport competitions, which support the PE curriculum. Sport competitions can be carried out during or outside of lessons time.
- 10.2. Permission slips, signed by parent, subject teachers and class teacher, are required for each competition. In case one of the parties does not sign, the pupil is not allowed to participate.
- 10.3. Participation in competitions is voluntary. However, one pupil can participate in three competitions per semester.