

## GENERAL RULES OF TALLINN EUROPEAN SCHOOL

### 1. GENERAL PROVISIONS

- 1.1. Tallinn European School (TES) follows the “General Rules of the European Schools” ([2014-03-D-14-en-9](#)) as far as they are relevant for accredited European Schools. The general regulations of the European Schools, as well as the syllabi, can be found at [www.eurisc.eu](http://www.eurisc.eu)
- 1.2. These rules form an integral part of school value principles: respect, harmony, and creativity, and apply to all members TES staff, pupils, and pupils’ parents.

### 2. DAILY SCHOOL SCHEDULE

#### The organization of the day

- 2.1. School is open from 8:00 until 18:00.
- 2.2. Pre-care time for N1-P2 pupils is offered from 8:00–9.00
- 2.3. Lessons start according to the timetable as follows:
  - Nursery from 9:00
  - Primary 1/2 from 9:05
  - Primary 3 – Secondary 7 from 8:15
- 2.4. End of the day depend on the timetable of pupils that is communicated by the class teacher (Nursery) or through MySchool.
- 2.5. Participation in the lessons is a right and an obligation and all pupils and teachers are expected to be in attendance, in their scheduled classes, by the beginning of each lesson.
- 2.6. Parents are responsible for the pupils until their arrival at school. The school's responsibility begins from the first lesson/ pre-care and ends with the last lesson/ activity of the day. The responsibility of the school is limited to the school premises.
- 2.7. Midday break time: pupils from P1 to S3 must go out, to the school yard, during the midday break after having lunch in the school canteen.
- 2.8. At the beginning of the school year, by request from parents or from legal representatives, and with the authorisation given by the Secondary Deputy Director, the pupils from S4-S7 may leave the school premises. All Secondary pupils will receive a coloured sticker to their pupils’ card as follows:
  - S6-S7: green sticker, can leave during free periods and lunchtime.
  - S4-S6: blue sticker, can leave during lunchtime.
  - S1-S3: red sticker, cannot leave the school premises during school hours.
- 2.9. All pupils need to leave the school premises after the lessons end unless they have scheduled studies or activities.
- 2.10. 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 another person(s) not being the legal guardian, the parent(s) is/are obliged to inform about it in written form at least in the morning of the same day – in

the agenda of the pupil or emailed to the class teacher, including all necessary information (ID-number) The class teacher must inform the front desk and, if necessary the activity manager. The front office will ensure that the pupil is handed over to the right person. The person picking the pupil up must show an ID with a photo.

2.11. In case a pupil needs to be picked up regularly by another person not being the legal guardian, parents must submit a written request to the deputy director for acceptance. The deputy director makes sure that all members of staff in charge are informed.

2.12. Aftercare services are available for Nursery up to Primary 4 pupils every school day until 18:00.

### **3. TEACHER'S CONSULTATIONS AND OTHER MEETINGS.**

3.1. Reception hours: all our teachers have a reception hour which will be communicated to the parents during the meeting in September and indicated on the school website. The meeting request must be done via the agenda of the pupil or requested by email. Pupils needing consultation or to retake a test need to arrange the time with the subject teacher.

### **4. DAILY MONITORING AND FEEDBACK**

4.1. In accordance with the TES Guidelines of Assessment, a pupil and his/her parent or legal representative are informed to an acceptable degree about the pupil's progress with their studies and of the pupil's work.

4.2. Regular progress will be available in MySchool.

4.3. All homework is introduced into MySchool (and in Teams during the possible event of distance learning period) on the day it is assigned and no later than 18:00. Primary and Secondary pupils must use their diary to write down their homework in addition.

4.4. Other information and notifications are inserted within 24 hours, formative and summative marks within one week in maximum.

4.5. Parents and secondary pupils are advised to check MySchool (and Teams) on a daily basis.

4.6. The pupil's workload adheres to the guidelines set by the TES Homework Policy.

4.7. Teachers ensure that not more than one test per day is scheduled in Primary and in S1-S3. In S4 no more than one (1) B-test per day and no more than three (3) tests per week. In S5-S7 there can be two (2) test per day during the examination period. Project presentations can be considered as test.

### **5. ABSENCES**

5.1. Every member of TES community is required to attend classes/ meetings 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 (diary, timetable and annual calendar plan).

- 5.2. Attendance take is done in MySchool every school day for the first (1St) period for all Nursery and Primary classes and for each period for all Secondary classes.
- 5.3. Pupils' attendance at lessons shall be considered regular if the number of presences is at least 90% of the number of periods (days for Nursery and Primary) organised.
- 5.4. Parents and members of staff shall plan any family holiday travelling during TES official holidays only that are communicated to parents and staff by the second half of the school year preceding the school year in question.
- 5.5. The Deputy Director/ Director may give a pupil permission to be absent from school for personal (study) reasons. The permission may be granted for a maximum of five days plus reasonable travelling time (maximum two days). Applications must be made in writing by parents or legal representatives, indicating the period of absence and giving reasons for the absence at least one week in advance. The absences must be registered in MySchool.
- 5.6. These absences will not make any exception to the rule of 90% of regular attendance days over the school year.
- 5.7. Home-schooling agreement between the school and the parents can be signed in case of fully justified reasons for a long-term absence.
- 5.8. Unforeseen absences must be notified by e-mail to the class teacher and/ or the educational adviser no later than 9:30 on the first day of absence.
- 5.9. In the case of a sudden medical concern during a regular school day, the pupil will be sent to the school nurse or a qualified member of staff who will decide whether to send the pupil home or have the pupil rest in the nurse's room. The nurse or his/ her substitute must contact the pupil's parent or legal guardian if the pupil is to be sent to home.
- 5.10. The pupil is also welcomed to visit the school nurse upon arriving back to school after the health-related absence, especially in the case of a recent, contagious illness.
- 5.11. In case of three unexcused late arrivals to classes per term of a pupil, these will equal as one unexcused absence. Unexcused absences will be marked in the school reports.

## 6. DRESS CODE

- 6.1. All members of staff and pupils are expected to dress appropriately. Items of clothing with offensive language, images messages and/ or exposing the body in an unsuitable manner for a school, are deemed inappropriate and not allowed.
- 6.2. Pupils and staff shall wear indoor shoes inside the school building. Outerwear including hats, jackets and outdoor shoes shall be left in the cloakroom.
- 6.3. Items of clothing of Nursery and Primary pupils must be labelled.
- 6.4. Makeup is not allowed for Nursery and Primary level pupils.
- 6.5. During festive occasions, every member of the school community is expected to wear formal clothing or the clothing appropriate to the event.

## 7. SCHOOL DIARY

- 7.1. TES diary is an abstract of school rules, ethos, and annual plan.

- 7.2. The school diary is compulsory for all pupils in Primary and Secondary, in order to mark down daily and weekly homework and to be aware of school rules and calendar. It is distributed free of charge to all pupils and teachers involved. As part of the transition to the Primary cycle it is recommended that the pupils, parents, and teacher to take in use the diary also for the Nursery 2 pupils.
- 7.3. The diary serves to note homework and communication between pupils, parents, and teachers. It is every pupil's responsibility to keep it up to date.
- 7.4. Parents must ensure that the name of the pupil, the contact details of parents or legal are listed on the first page in case of an emergency.
- 7.5. MySchool does not always replace the pupils' diary and pupils are expected to write homework/ task down in the diary.
- 7.6. Lost school diaries are replaced at a cost of 5 euros each.

## **8. PHONES AND OTHER ICT DEVICES**

- 8.1. Personal ICT devices for the pupils of Nursery and Primary are not allowed to be used during official school hours.
- 8.2. Secondary pupils can use personal ICT devices for the communication with parents and legal guardians only in the in the administration area and next to the front office with the permission of a member of staff.
- 8.3. Photographing, recording, filming, and transmitting on school premises is allowed only with the permission of a teacher.
- 8.4. 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 Educational Adviser.
- 8.5. In case of any emergency, parents can call to the school general number, and the pupils in question will be informed consequently.
- 8.6. Any further rules regarding ICT devices can be found in the TES IT Policy.

## **9. BEHAVIOUR GUIDELINES**

- 9.1. All members of TES community act according to the values set by the school community: respect, harmony, and creativity.
- 9.2. Everyone in the school community should be mindful of their interactions with one another and show respect, care, trust, and support.
- 9.3. Everyone shall assume responsibility for their choices, actions, commitments, and deadlines.
- 9.4. Every member of TES community of shall represent the school and themselves with dignity.
- 9.5. In order to ensure a safe and friendly learning environment, pupils are provided with regular supervision during the breaks.
- 9.6. TES follows a strict anti-bullying policy.
- 9.7. 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.

- 9.8. In case of severe incidents, parents of all pupils involved will be notified in due time and measures appropriate to the incident will be undertaken.
- 9.9. Any incident, accident or act of vandalism must be reported to the person in charge/ Deputy Director/ Director immediately.
- 9.10. Any act of vandalism towards school equipment will be referred to the Discipline Council where appropriate measures will be taken.
- 9.11. Every member of the school community: pupil, parents, teacher, administration and management must keep the school clean and must tidy up after themselves.
- 9.12. Smoking, energy drinks, 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.
- 9.13. Chewing of gum is not allowed in the school grounds.
- 9.14. Pets are not allowed at school premises. In case of a school/ class project that could involve a pet or another animal, the Deputy Directors give their permission.
- 9.15. The starting and ending times of the lessons must be respected by everyone.
- 9.16. Pupils' discipline issues will be handled according to the TES Disciplinary Policy.

## 10. SCHOOL FACILITIES

### 10.1. Canteen

- 10.1.1. The school follows a healthy eating policy.
- 10.1.2. TES canteen is catered by an external provider and offers healthy and nutritious food.
- 10.1.3. 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.
- 10.1.4. No deliveries of food made for pupils are accepted during school hours to school.
- 10.1.5. S4-S7 pupils that choose to have lunch off the premises by the request of their parents to and with the acceptance of the Deputy Director, are under no circumstances allowed to bring junk food/ soft drinks back to school premises.

### 10.2. Toilets

- 10.2.1. The toilets must be kept clean after use.
- 10.2.2. Any manifestation of littering and wasting of water or toilet paper is not accepted.
- 10.2.3. Any faults or leakages must be reported to a member of staff, preferably the front desk.

### 10.3. Library

- 10.3.1. The library is open during school hours, from 8:00 to 16:30, and is managed by the school librarian or an assistant.
- 10.3.2. Every visitor is expected to follow the library rules. These includes no food and drinks in the library.
- 10.3.3. Books and all other materials borrowed must be returned within 14 days; extensions are at the discretion of the librarian.

10.3.4. Damaged or lost books must be replaced. The damage of a library item will be assessed on a case-by-case basis.

10.3.5. If required, the library can be used for doing homework after lessons.

#### **10.4. Lockers (Secondary)**

10.4.1. Each Secondary pupil has a personal locker.

10.4.2. The pupil and his/her parents are responsible for the safekeeping of the key.

10.4.3. Lost keys are replaced at a cost of 5 euros per key.

10.4.4. Open lockers should be reported immediately to the front desk.

#### **10.5. Schoolyard**

10.5.1. Schoolyard rules must be followed at all times.

10.5.2. Schoolyard breaks are supervised at all times.

### **11. SCHOOL SECURITY**

#### **Security for all**

11.1. Nursery parents enter the premises by the main gate and proceed to the playground and enter directly to the Nursery level.

11.2. Parents of Primary 1/2 pupils can enter the building every school day between 8:00-9:05 by the main entrance/ cloakroom areas to drop off their child(ren) to the assistant or to the teacher on duty.

11.3. Parents are expected to pick up their children on time at the end of the daily schedule.

11.4. Parents must at all times wear Parent Badges while in the school building.

11.5. All school guests have to check-in at the front desk and use the Guest Badge.

11.6. School premises are monitored by CCTV cameras 24 hours per day.

11.7. The Front Desk Monitoring service is provided on school days from 7:00 till 18:00.

11.8. A manned security service will be provided by a professional security firm between the hours of 7:45 and 18:00.

11.9. All external gates and doors will remain locked at all times. Access will only be possible by using key-cards and badges.

11.10. Objects deemed dangerous or a threat to members of staff and pupils are strictly forbidden.

11.11. The school is not responsible for the loss or damage to any personal precious item pupils have chosen to bring to school.

11.12. Precious object must be kept under personal attention and the school is not responsible of any lost or damage of personal precious material

11.13. After school hours, classrooms are not accessible to pupils and parents.

11.14. The use of school facilities for other purposes other than scheduled school activities must be agreed with the school Director.



11.15. Fire drills and other alarm situations are carried out on a yearly basis, included in the yearly calendar if necessary. All members staff have completed the security training provided by the school.

## 12. LOST AND FOUND

- 12.1. Items found on school premises will be collected and placed in the Lost and Found cupboard located at the designated area in the teachers' cloakroom.
- 12.2. Items that marked or labelled with the pupils' name and the class, will be returned to the pupils in question.
- 12.3. At the end of the academic year unclaimed items will be donated for charity.

## 13. EDUCATIONAL VISITS / SCHOOL TRIPS

- 13.1. The aim of educational visits is to ensure learning process outside the classroom. Therefor all educational visits are linked to the EB curriculum and shall be organised by the school on the additional expense of parents.
- 13.2. Educational visits are carried out during the lessons time and are compulsory to attend for all.
- 13.3. The visits/ trips are organized according to the school policy for trips.
- 13.4. Permission slips, signed by parents, are required for each visit/ trip.
- 13.5. In the absence of a permission slip, the pupil will not be allowed to participate in the visit or trip. In this case the pupil remains under the supervision on parents or guardians
- 13.6. The teacher in charge of the visit in agreement with the Deputy Director has the right to exclude pupils for disciplinary reasons. The parents in question will be informed in a timely manner.
- 13.7. Details of educational visits and the cost will be announced at least two weeks in advance. Additional members of staff attending should be given a sufficient warning of at least one week. All visits need to be included, whereas possible to the annual plan.
- 13.8. The school trips must be announced at the beginning of the school. The details regarding daily schedule and costs must be communicated to parents and pupils at least two months before the trip.
- 13.9. In the event of a permission slip not being handed in by the pupil or a pupil being excluded from the trip for disciplinary reasons the pupil is under the responsibility of his/ her parental for the duration of the visit.
- 13.10. Indicative list of educational visits in Primary level:
  - 13.10.1. In P3, an outdoor camp is organised for maximum of 2 days.
  - 13.10.2. For P5 a transition camp is organised for maximum of 3 days.
  - 13.10.3. 1-2 sports days are organised during the school year.
- 13.11. Indicative list of educational visits Secondary level:
  - 13.11.1. In S1, a transition camp is organised for maximum of 3 days.
  - 13.11.2. In S3/4 a nature camp is organized for 2 or 3 days.

13.11.3. In S6 a trip linked to the curriculum, is organized for a maximum of 7 days.

13.11.4.1-2 sports days are organised during the school year.