

STATUTES OF TALLINN EUROPEAN SCHOOL

Tallinn European School is an accredited European School.

Accredited European Schools are schools which, without forming part of the network of European Schools organised by the intergovernmental organisation 'The European Schools', offer a European education that meets the pedagogical requirements laid down for the European Schools but within the framework of the national school networks of the Member States and hence outside the legal, administrative and financial framework to which the European Schools are compulsorily subject (Article 1, Regulations on Accredited European Schools ([2013-01-D-64-en-4](#))).

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 established in 2013 by the Estonian Ministry of Education and Research in order to provide a multilingual international education at Nursery, Primary and Secondary levels. Since 1st January 2019 the owner of the School is Foundation Euroopa Kool (hereinafter the School Keeper), with the director of the School and the School Board as its governing bodies.

1.4. The School follows the European Baccalaureate curriculum (hereinafter the EB curriculum) developed under [the Convention defining the Statute of the European Schools](#) and delivers the European Baccalaureate Diploma.

1.5. In addition to laws and regulations of the Republic of Estonia, the following documents apply to the School: The Convention defining the Statute of the European Schools, Basic Regulations governing the European Schools' system, Regulations on Accredited European Schools and any document issued by the Board of Governors of the European Schools which is relevant for Accredited European Schools.

1.6. The School provides pupils with an opportunity for the acquisition of nursery, primary and secondary education and extra-curricular activities.

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.

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. Responsibilities of the School Keeper

2.1. The School Keeper's Supervisory Board, in compliance with [Foundation Euroopa Kool's Statutes](#), will:

2.1.1. decide on the establishment, acquisition, transfer or termination of the School's activities;

2.1.2. approve and amend the Statutes of the School after having heard the views of the School director, the School Board and the Management Board of the Foundation;

2.1.3. approve the selection procedure for the School Director and appoint the School Director;

2.1.4. approve the School's lines of action and development;

2.1.6. notifies the Management Board of the appointment of a representative of the Supervisory Board to the School Board;

2.1.7. make decisions concerning the School's language sections;

2.1.8. approve tuition fees and the conditions and procedures for their reduction;

2.1.9. approve the terms and conditions of admission;

2.1.10. approve the School budget, its measurable annual operational objectives and annual action plan no later than by the beginning of each financial year.

Approved by Supervisory Board of Foundation Euroopa Kool on 18 June 2019

2.2. The School Keeper's Management Board will:

- 2.2.1. ensure that all proposed lines of development are following both national education policy and priorities and the European Schools Board of Governors' guidelines for Accredited European Schools, and make proposals to this effect to the Supervisory Board;
- 2.2.2. approve the composition of the School Board; appoint and remove members of the School Board as proposed by the Supervisory Board, eu-LISA, the Teacher Council, the Parent Council and Student Council. The Management Board will also participate in the work of the School Board as one of its members;
- 2.2.3. submit, after having heard the views of the School Board, the School Statutes and any amendments thereto for approval by the Supervisory Board;
- 2.2.4. organise the recruitment of the School Director according to the selection procedure decided by the Supervisory Board and sign an employment contract with the School Director;
- 2.2.5. enter into, amend and terminate employment contracts signed with the Administrative staff;
- 2.2.6. submit, in collaboration with the School Director, to the Supervisory Board required reports, data, and documents concerning development, teaching activities and budget implementation at the School;
- 2.2.7. authorise the School Director to sign contracts and to represent the School Keeper in matters related to the School;
- 2.2.8. coordinate the external assessment of the quality of education at the School;
- 2.2.9. coordinate in collaboration with the School Director communication to the school's target groups and stakeholders to be the spokesperson of the school in local and international communities and to ensure the brand awareness and reputation of the school;
- 2.2.10. organise in cooperation with the School Director use and rental of the school facilities outside the school working hours;
- 2.2.11. organise in cooperation with the School Director educational projects, conferences, workshops and training events;
- 2.2.12. submit after having heard the views of the School Board the amount of the next academic year's tuition fees, conditions for their reductions and admission rules for approval by the Supervisory Board;
- 2.2.13. carry out selection and remuneration of teachers seconded to the European Schools, obligations arising from the Convention defining the Statute of the European Schools;
- 2.2.14. perform other tasks originating from legal acts based on law, applicable documents to the School or the School Keeper's documents.

3. Responsibilities of the School Director

3.1. The School Director will:

- 3.1.1 be a leader and oversee the overall operations of the school;
- 3.1.2. direct the teaching activities at the School in accordance with legislation, regulations, and the Statutes of the School and follow the guidance of the School Board when appropriate;
- 3.1.3. approve teaching arrangements and organisation of studies at the School;
- 3.1.4. represent the School Keeper in matters related to the School;
- 3.1.5. be responsible for the quality of teaching and organise and monitor the implementation of the EB curriculum at the School;
- 3.1.6. coordinate in collaboration with the Management Board communication to the school's target groups and stakeholders to be the spokesperson of the school in local and international communities and to ensure the brand awareness and reputation of the school in the international community in Estonia;
- 3.1.7. organise in cooperation with the Management Board use and rental of the school facilities outside the school working hours;
- 3.1.8. organise in cooperation with the Management Board educational projects, conferences, workshops and training events;

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- 3.1.9. coordinate the necessary training courses for school staff;
- 3.1.10. organize student groups to enhance their potential as in extra-curricular activities;
- 3.1.11. organize parents' association so the parents and guardians can actively participate in the programs and projects of the school;
- 3.1.12. be responsible for the overall condition of the School and the lawfulness and purposeful use of the funds and the premises at the disposal of the School;
- 3.1.13. propose amendments to the Statutes of the School for discussion to the School Board;
- 3.1.14. prepare a draft budget and submit it for discussion to the School Board;
- 3.1.15. propose the admission policy and the procedure for granting of tuition fees reduction for discussion to the School Board;
- 3.1.16. report to the School Board, the Management Board and the Supervisory Board;
- 3.1.17. enter into, amend and terminate employment contracts signed with the Pedagogical staff;
- 3.1.18. enter into other contracts under a power of attorney granted by the Management Board and within the limits of the powers conferred on him or her by the Management Board.

4. Responsibilities of the School Board

- 4.1. The School Board is a collegial body, the aim of which is to support the management of the School.
- 4.2. The School Board will:
 - 4.2.1. make proposals for the amendments of the Statutes of the School and for determining the lines of action of the School to the Supervisory Board;
 - 4.2.2. approve the draft budget proposed by the School Director and submit it to the Supervisory Board for final approval;
 - 4.2.3. approve the development plan and the annual plan of the school proposed by the School Director and submit it to the Supervisory Board for final approval;
 - 4.2.4. express opinion to the next academic year's tuition fees before the Supervisory Board's final approval;
 - 4.2.5. approve the draft admission policy proposed by the School Director and submit it to the Supervisory Board for final approval;
 - 4.2.6. approve the draft procedure for granting reduction from tuition fees proposed by the School Director and submit it to the Supervisory Board for final approval;
 - 4.2.7. participate as a member of the election committee in the recruitment procedure of the School Director;
 - 4.2.8. propose, when necessary, to the Management Board and the Supervisory Board, the dismissal of a sitting Director following a no confidence vote;
 - 4.2.9. approve the School Rules and the Code of Conduct for Parents and Guests.
- 4.3. The School Board has up to nine (9) voting members. The Management Board will appoint and recall the members of the School Board.
 - 4.3.1. Proposals for appointment and recall of the members can be made by the School Board and by the Teacher Council, the Parent Council, the Student Council and the School Keeper on members nominated by these bodies.
 - 4.3.2. The authority of a School Board member shall commence at his/her appointment as a member of the School 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 4.4.1., which is the basis for the selection of his/her membership.
- 4.4. The composition of the School Board includes:
 - 4.4.1. as voting members:
 - the member of the Management Board;
 - the School Director;

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one (1) representative of the teachers from Nursery and Primary level, chosen by the Teacher Council;
one (1) representative of the teachers from Secondary level, chosen by the Teacher Council;
one (1) representative of the parents from Nursery and Primary level, chosen by the Parent Council;
one (1) representative of the parents from Secondary level, chosen by the Parent Council;
one (1) representative of pupils from older school levels (S6 and S7), chosen by the Student Council;
one (1) representative of the School Keeper, appointed by the Supervisory Board of the School Keeper.
one (1) representative from a European Agency (eu-LISA), appointed by eu-Lisa's director

4.4.2. as non-voting members:

the Deputy Directors;

the representative of the non-pedagogical staff.

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

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

4.7. The School Board meetings will be held at least five (5) times in a school year.

4.8. The School Board meetings will be convened and chaired by the chairperson of the School 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 School Board at least ten (10) days in advance.

4.10. Every member has the right to make proposals on the agenda of the meeting.

4.11. The School Board meeting has a quorum if at least half of the members of the School Board take part in the Meeting.

4.12. Each voting 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 School Board. All the attending members and the secretary shall sign the minutes.

4.15. The School 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 School Board, in his/her absence the deputy chairperson, shall send the draft of the decision, including necessary materials to the members of the School 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 School Board fails to reply within the set deadline whether he/she is in favour or against, it shall be considered that he/she abstained on 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. Responsibilities of the Teacher Council, Class Councils and the Parent Council

5.1. The task of the Teacher Council is to submit proposals and opinions on learning and educational activities.

5.1.1. The Teacher 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 Teacher Council elects two (2) teachers' representatives to the School Board.

5.1.3. The Teacher Council is convened and chaired by one of the two teachers' representatives to the School Board.

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5.1.4. All the School's pedagogues, including assistants, take part in the Teacher Council.

5.1.5. The decisions of the Teacher Council are deemed adopted by a simple majority of all participants to the meetings.

5.1.6. The Teacher Council meetings are recorded in the minutes.

5.1.7. The Teacher Council takes place at least twice (2) 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. The Class Council is convened and chaired by the Director or in his/her absence the Deputy Director.

5.2.3. All the pedagogues, including assistants, 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 assistants.

5.2.5. The discussion which take place during 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 role of the Parent Council is to represent the parent community.

5.3.1. The Parent Council:

5.3.1.1. promotes and protects the interests of the pupils, through class parent representation.

5.3.1.2. compiles, systematises and formulates the expectations and interests of the classes when important decisions concerning the pupils are made, and communicates these interests and expectations between parents, the School Board, School Management, and when necessary, the School Keeper.

5.3.1.3. communicates issues and feedback between the parent community and School, bidirectionally.

5.3.1.4. has the authority to make decisions on behalf of the parent community, according to the interests of the parent community

5.3.1.5. cooperates with the School Management and teachers on learning and educational activities;

5.3.1.6. participates in the planning and organising of support services that are needed for the success of the learning and educational process, as well as extra-curricular activities.

5.3.2. The Parent Council does not have the responsibility of communicating or managing official School matters.

5.3.3. The composition of the Parent Council.

5.3.3.1. The Parent Council includes a representative of the parents from each class who is selected by the parents of the class for the term of one (1) academic year.

5.3.3.2. The Parent Council is convened by the Chairperson of the Parent Council, who is elected by the members of the Parent Council for a term of three (3) academic years.

5.3.3.3. The Parent Council elects two (2) parent representatives to the School Board – one for Nursery/Primary and one for Secondary – for a term of three (3) academic years each.

5.3.3.4. The Organization and Policies of the Parent Council are described in the [Statutes of the Parent Council](#).

6. Principles of the organisation of studies

6.1. The main aim of the School is to support pupils in their learning and educational activities through learning and educational process.

6.2. 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.

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- 6.3. 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.
- 6.4. The School has a stationary form of study.
- 6.5. A school year lasts from the last Thursday of August until the last Wednesday of August the following year.
- 6.6. A school year consists of two (2) semesters and school holidays.
- 6.7. A school year is divided into study periods, weeks, days and lessons. Educational activities shall include educational visits and camps.
- 6.8. There are at least 180 days of study in a study period, 181 days of study in a leap year.
- 6.9. 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. The weekly study load of the pupils in lessons will be determined in the EB curriculum.
- 6.10. The duration of learning activities in Nursery and the 1st and 2nd grade of the Primary level is 30 minutes and the 3rd, 4th and 5th 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.
- 6.11. The sequence and duration of learning activities will be determined in a timetable and daily schedule of the School.
- 6.12. 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). Exceptions must be approved by the School Board.
- 6.13. Pupils' knowledge and skills are evaluated based on the assessment procedures of the EB curriculum.
- 6.14. Pupils will be acknowledged and dispraised according to the procedures determined in the School Rules.
- 6.15. Based on Class Councils decisions, pupils are issued a report card twice a school year at the end of both the semesters.

7. Pupils' admission, exclusion and graduation procedure

- 7.1. The admission and the exclusion of a pupil is regulated with the [Terms and Conditions of Admission and Exclusion Procedure of the School](#).
- 7.2. 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).
- 7.3. 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, Code of Conduct for Parents and Guests, and to pay the tuition fee and other fees and benefits arising from the agreement.
- 7.4. The European Baccalaureate is awarded by the Secretary-General of the European Schools at the end of secondary year 7 to pupils who have passed the Baccalaureate examinations.

8. Tuition fee and other expenses

- 8.1. Tuition fee is a fee that is paid by the pupil's representative to the School to cover part or all educational expenses. In addition to the tuition fee, there are additional expenses related to educational visits, instructional materials, catering and extracurricular activities that accompany studying in the European School, and expenses related to special educational needs.
- 8.2. Tuition fee reductions in the School is regulated with the procedure for application and granting of tuition fee reductions in Tallinn European School (Annex of the Terms and Conditions of Admission and Exclusion Procedure of the School). 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.

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

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

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

8.6. Information about the amount of tuition fee will be published on the School website (www.tes.edu.ee).

8.7. 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. Rights and obligations of the pupils

9.1. 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.

9.2. Rights of the pupils:

9.2.1. 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;

9.2.2. 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;

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

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

9.2.5. to participate in the work of the School hobby groups, studios, etc;

9.2.6. to receive first aid;

9.2.7. to receive all-around learning help for development and self-realisation;

9.2.8. to receive information about the assessment procedure and grades from the class teacher or subject teacher;

9.2.9. to express his/her opinion and make proposals for the improvement of school life.

9.3. Obligations of pupils:

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

9.3.2. 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;

9.3.3. to follow the School Rules;

9.3.4. to have a respectful, dignified and good-hearted attitude towards everybody and follow the generally respected behavioural norms;

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

9.3.6. 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.

10. Rights and obligations of the pedagogues and other employees

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

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10.2. The School pedagogues within the meaning of this article 11 are the teachers, including assistants, the director, the deputy director and educational support staff.

10.3. Rights of the pedagogues:

10.3.1. to participate in the development activities of the School;

10.3.2. to make proposals to the director about the better arrangement of work;

10.3.3. to turn to his/her deputy director or director for counselling;

10.3.4. to demand the existence of necessary work equipment and assurance of work conditions from the director;

10.3.5. to receive additional training in the volume provided by law;

10.3.6. to have personal development and achievement interviews.

10.4. Obligations of pedagogues:

10.4.1. to actively take part in the work of the School according to the employment contract and job description;

10.4.2. to consistently cooperate with parents;

10.4.3. to engage in professional self-improvement;

10.4.4. to take care of the pupils, to be aware of the advancement and development of the pupils;

10.4.5. to follow the established curriculum when conducting learning activities;

10.4.6. to report about his/her work if the School Board or director so require.

10.5. Rights of other employees of the School:

10.5.1. to make proposals to the director about the better arrangement of work;

10.5.2. to turn to his/her direct manager or director for counselling;

10.5.3. to demand the existence of necessary work equipment and assurance of work conditions from the director;

10.5.4. to receive additional training in the volume provided by law;

10.5.5. to have personal development and achievement interviews.

10.6. Obligations of other employees of the School:

10.6.1. to actively take part in the work of the School according to the employment contract and job description;

10.6.2. to engage in professional self-improvement;

10.6.3. to take care of the pupils;

10.6.4. to report about his/her work if the School Board or director so require.

10.7. 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.

10.8. 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.

10.9. 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.

10.10. 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 Keeper regulating employment relationships.

11. Termination of the activities of the School

11.1. The School Keeper must initiate the termination of the School activities if:

11.1.1. the School does not have an education license for six (6) months;

11.1.2. the School Keeper is placed in liquidation;

11.1.3. the School Keeper or the School Board make the decision that the further activities of the School have become impractical;

11.1.4. the Board of Governors, in compliance with the Regulations on Accredited European Schools ([2013-01-D-64-en-4](#)), decides to withdraw or not to renew the Accreditation Agreement;

11.1.5. in other cases, in accordance with the conditions and procedure laid down by the Estonian law.