



**TES SCHOOL GUIDE**

**2022/2023**

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## Welcome to Tallinn European School!

### Introduction

Tallinn European School (TES) is an Accredited European School established in 2013 by the Estonian Ministry of Education and Research to provide a multilingual international education at Nursery, Primary, and Secondary levels. The school follows the European Schools' curriculum and delivers the European Baccalaureate diploma.

- **Our mission**

To provide a broad, balanced, creative, multicultural and multilingual education in a highly motivating learning environment in order to prepare the future citizens of an ever-changing world.

To fulfil our mission, we offer internationally recognised quality education to a culturally diverse community based on the principles of the European Schools.

- **Our vision**

To be the heart of international education in Estonia and the home of innovative learning in the Nordic-Baltic region.

- **Our values**

- **RESPECT**

We accept ourselves and other people in their diversity. We appreciate our own and other's emotions. We trust ourselves and others and take full responsibility for our actions and thoughts. We notice, listen and understand our neighbour. We practice profound listening and reflect.

- **HARMONY**

We exercise a high level of self-awareness. We speak and act out of integrity. We strive towards harmonious relations and win-win solutions. With every thought and deed we contribute to the well-being and culture of our school. We believe that every challenge has a positive side on which to lean.

- **CREATIVITY**

We co-create our reality in cooperation with other people. We are curious about new knowledge, skills and attitudes. We are open to change. We foster flexibility, spontaneity and creative thinking. We constantly explore innovative paths and dare to dream and fulfil our dreams.

- **TES at a glance**

1. Tallinn European School is the only Accredited European School in Estonia and in the Baltics. [Find out more about the Accredited European Schools](#)
2. Tallinn European School provides a multilingual, international education at Nursery, Primary, and Secondary levels, for children aged 3 to 19 years old, following the European Schools' curriculum. [Find out more about our curriculum](#)
3. Tallinn European School delivers the European Baccalaureate, a demanding examination which is recognised by all the Universities within the EU and in many other countries (USA, China, Canada, Japan, Russia...). [Find out more about the European Baccalaureate](#)
4. Tallinn European School is the only international school in Estonia offering two linguistic sections, English and French. For the school year 2022/2023, lessons will be provided in 11 different European languages: English, French, German, Estonian, Italian, Spanish, Finnish, Latvian, Lithuanian, Hungarian, and Romanian. [Find out more about languages at TES.](#)
5. Tallinn European School provides a child-friendly, healthy, secure and supportive learning environment in a fully renovated school building located in the heart of Tallinn, a few steps away from the Old Town and the creative district of Telliskivi. [Find out more about our school building](#)
6. Tallinn European School integrates numerous services, with multiple Extracurricular activities and Aftercare options until 18:00, professionals dedicated to the pupils' welfare (psychologist, nurse, SEN teacher...), and an integrated canteen and library. [Find out more about our services](#)
7. Tallinn European School's team is composed of around 100 talented staff members. It is an experienced and multicultural team, with multiple profiles and professional backgrounds. [Find out more and contact our team](#)
8. Tallinn European School is the biggest international school in Estonia with nearly 500 pupils enrolled for the school year 2022/2023.
9. Tallinn European School is the most affordable international school in Estonia with annual tuition fees of 3,630.00 euros in Nursery, 4,240.00 euros in Primary and 5,190.00 euros in Secondary.
10. Tallinn European School's owner is [Foundation Euroopa Kool](#). The foundation has been established by the Republic of Estonia with the aims of managing and developing the school.

## The European Schools and Accredited European Schools

The European Schools and the Accredited European Schools are educational institutions set up in the European Union's Member States. They provide children with a multilingual and multicultural education at Nursery, Primary and Secondary levels.

The schools follow a specific curriculum and offer the European Baccalaureate diploma.

The European Schools came into being in 1953 and were established to promote the mobility of European officials. The aim of the school is to promote continuity in the education career of the children of European officials. The education is designed to ensure that, after a stay abroad, children can easily enrol in a school in their home country or can continue their school career at European School in another European country. Therefore, such schools are established where European institutions and agencies are located.

The 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.

There are currently 13 European Schools and 20 Accredited European Schools located in different Member States of the European Union.

*You can find more information about the European Schools system on the website of the Office of the Secretary-General of the European Schools [www.eursec.eu](http://www.eursec.eu).*

## Classes and daily schedules for the school year 2022/2023

### Nursery (3 years)

TES Nursery includes 4 groups in the English section and 1 group in the French section:

- **Nursery 0 English – N0 EN “Dazzling Dolphins”**  
Teacher: Kirsti Lepp  
*Assistant:* Carlos Rodriguez
- **Nursery 1 English – N1 EN “Playful Pandas”**  
Teacher: Liisi Matt  
*Assistant:* Triin Heinla
- **Nursery 2 English – N2 EN A “Curious Caterpillars”**  
Teacher: Kerstin Must  
*Assistant:* Ruwini Kodippili
- **Nursery 2 English – N1/N2 EN B “Friendly Foxes”**  
Teacher: Sandra Ermo / Kulamini Dilanka Mendis  
*Assistant:* Annisa Laasma
- **Nursery 1/2 French – N0/N1/N2 FR “Les Chics Chouettes”**  
Teacher: Astrid de Boisfleury  
*Assistant:* Delphine Truong

More information about the Nursery cycle: <https://tes.edu.ee/nursery/>

## Primary (5 years)

TES Primary includes 12 classes: 10 in the English section and 2 in the French section:

### ENGLISH SECTION

- **Primary 1 English A – P1 EN A**  
Class Teacher: Rachel Heath
- **Primary 1 English B – P1 EN B**  
Class Teacher: Christos Patsias
- **Primary 2 English A – P2 EN A**  
Class Teacher: Heili Veetamm
- **Primary 2 English B – P2 EN B**  
Class Teacher: Rebekah Wisbey
- **Primary 3 English A – P3 EN A**  
Class Teacher: Johanna Joonas
- **Primary 3 English A – P3 EN A**  
Class Teacher: Johanna Joonas
- **Primary 3 English B – P3 EN B**  
Class Teacher: Latifat Igbin
- **Primary 4 English A – P4 EN A**  
Class Teacher: Kimberly Frankenschmidt
- **Primary 4 English B – P4 EN B**  
Class Teacher: Jill Mägi
- **Primary 5 English A – P5 EN A**  
Class Teacher: Kristel Lensmann
- **Primary 5 English B – P5 EN B**  
Class Teacher: Kristal Mason

### FRENCH SECTION

- **Primary 1/2 French – P1/2 FR**  
Class Teacher: To be announced
- **Primary 3/4/5 French – P3-5 FR**  
Class Teacher: Marion Lelong-Perini

### P1-2 ASSISTANTS

- Mariam Meeran

- Merwen Deloris
- Mathilde Roch-Penet

More information about the Primary cycle: <https://tes.edu.ee/primary/>

## Secondary (7 years)

TES Secondary includes 11 classes:

- **Secondary 1 A – S1 A**  
Guilherme Struecker
- **Secondary 1 B – S1 B**  
David McGregor
- **Secondary 2 A – S2 A**  
Vittoriano Renò
- **Secondary 2 B – S2 B**  
Vittoriano Renò
- **Secondary 3 A – S3 A**  
Jennifer Lyall
- **Secondary 3 B – S3 B**  
Kenty Dubois
- **Secondary 4 A – S4 A**  
Parry Jahnke
- **Secondary 4 B – S4 B**  
Gerry Massa
- **Secondary 5 – S5**  
Triinu Tõrv
- **Secondary 6 – S6**  
Hilppa Elmgren
- **Secondary 7 – S7**  
Tom Flowers

More information about the Secondary cycle: <https://tes.edu.ee/secondary/>



## Daily schedules

### NURSERY

- Monday to Friday: 9:00-16:00
- *A precare service is offered free of charge starting from 8:00. Aftercare and Extracurricular activities are available until 18:00*

### PRIMARY 1 AND PRIMARY 2

- Monday, Tuesday, Thursday and Friday: 9:05-15:40
- Wednesday: 9:05-14:50
- Morning break: 10:45-11:30
- Lunch break: 13:15-14:00
- *A precare service is offered free of charge starting from 8:00. Aftercare and Extracurricular activities are available until 18:00.*
- Specific class timetables are available in MySchool.

### PRIMARY 3, PRIMARY 4 AND PRIMARY 5

- Monday, Tuesday, Thursday and Friday: 8:15-15:40
- Wednesday: 8:15-14:50
- Morning break: 9:55-10:40
- Lunch break: 12:25-13:10
- *Aftercare for Primary 3 and Primary 4, and Extracurricular activities are available until 18:00.*
- Specific class timetables are available in MySchool.

### SECONDARY

- Monday, Tuesday, Thursday and Friday: 8:15-16:45
- Wednesday: 8:15-14:15
- Morning break: 10:40-11:00
- Lunch break: S1-S3 12:40-13:25; S4-S7 13.30 - 14.15
- *Extracurricular activities are available until 18:00*
- Specific class timetables are available in MySchool.

## School calendar and events

The school calendar is permanently accessible and updated on the school's website [tes.edu.ee](https://tes.edu.ee).

Every school year is organized in 5 terms between the beginning of September and the end of June.

### School calendar 2022/2023

- **Monday 29 August: Back-to-School day – Welcoming Picnic**
- **FIRST TERM - Tuesday 30 August – Friday 21 October (40 school days)**  
**AUTUMN BREAK: Saturday 22 October – Sunday 30 October (9 days)**
- **SECOND TERM - Monday 31 October – Wednesday 21 December (38 school days)**  
**WINTER BREAK: Thursday 22 December – Sunday 8 January (18 days)**
- **THIRD TERM - Monday 9 January – Thursday 23 February (34 school days)**  
**FEBRUARY BREAK: Friday 24 February – Sunday 5 March (10 days)**
- **FOURTH TERM - Monday 6 March – Friday 21 April (35 school days)**  
**SPRING BREAK: Saturday 22 April – Sunday 7 May (17 days)**
- **FIFTH TERM - Monday 8 May – Thursday 22 June (33 school days)**  
**Thursday 22 June: Last day of the school year**  
**Monday 26 June: European Baccalaureate Proclamation Ceremony (to be confirmed)**

[See the full calendar on the school's website tes.edu.ee](https://tes.edu.ee)

### Main school events during the school year

## August/September

### Family Picnic: Monday 29 August

Our traditional family picnic commences our school year with a cozy opportunity for our pupils and their parents to meet their class teacher and classmates. Families are invited to bring a blanket and snacks and spend the hour catching up or getting to know each other. Our Extracurricular Fair is also held on this day to allow parents and pupils to get to know which activities will be held this year.



### Summer Reading Challenge Ice Cream Party: Friday 16 September

Each summer, we invite our pupils from P1 to S3 to read a select number of books in any language of their choosing. At the beginning of the new school year, those who participated are invited to an ice cream party hosted by the Parent Council.



### Class Photoshoot: Thursday 22 and Friday 23 September

Our annual class and individual portrait photoshoot takes place in September this year.



## October

### World Teachers' Day: Wednesday 5 October

One of our autumn traditions is to celebrate Teachers' Day. During the day, Upper Secondary pupils organise something for the teachers and teachers have traditionally organised something fun for the pupils. Pupils can also buy presents for their teachers from the Parents Council.



## November

### Career Day: Wednesday 16 November

During the first of two career days at TES, students learn about different university options in Estonia and abroad.



### TES Carnival: Friday 11 November

TES Carnival is one of the greatest annual events in TES Community. We celebrate all autumn festivities together - Harvest, Halloween, Mardipäev, Carnival etc. All community members (pupils, teachers, parents and families) are welcome to dress up and enjoy food and activities organised by Secondary and some Primary classes.



### Science Fair: Friday 25 November

Students from all cycles are invited to find their inner scientist by carrying out an experiment and documenting it in an exhibition to be presented to the school.



## December

### Holiday Concerts

Organised by our talented music teachers, these concerts showcase both singing and instrumental skills of our students from every cycle.



## January

### 100<sup>th</sup> Day of School: Tuesday 7 February

On the 100<sup>th</sup> day of school, pupils in nursery and primary celebrate all things 100! Pupils and staff are invited to dress up like they are 100 years old and activities revolve around the number 100.

## February

### Winter Sports Days: Wednesday 22 and Thursday 23 February

The first of our two celebrated Sports Days takes place in February. Pupils get a chance to participate in winter sports (skiing, skating etc) - whatever is possible to do at the venue. Parents are also welcome to come and take part.



### Friendship Day Disco and Celebration: Tuesday 14 February

Our KiVa team hosts our annual Friendship Day Disco for our nursery and primary students while secondary students traditionally host a card and flower exchange.



### P5-S1 Transition Day

During transition day, Primary 5 students get to spend a day in Secondary 1, while the S1 students prepare presentations for the P5s on what to expect and how to adjust to life in secondary.



## March

### Science week

In March, we celebrate Secondary Science Week, which is full of different project presentations, experiments, and other science-related activities. Every lunch break throughout this week, our Assembly Hall is packed with pupils from Primary to Secondary, and we all get to see our upper Secondary students conducting science experiments with fire, dry ice, or liquid nitrogen.



### TES Writing Competition

Students from all cycles are invited to submit a piece of writing in the genre of their choice, with a panel of judges choosing one from each class to be awarded a prize.



## April

### Humanities week

In April, we dedicate one week to Humanities with different workshops, lectures, and debates organized by some of our upper Secondary students and our excellent teachers from the Humanities department.



### TES Talent Show

All pupils are invited to show their special talents in three separate showcases: N-P1, P3-P5, and Secondary.



## May

### Friday 12 May: Europe + Day

TES Community comes together to celebrate Europe and the different countries of our community! Every nationality can set up one classroom where they can introduce their country by playing music, preparing food, dance, games etc.



## June

### Primary Flea Market

Primary pupils are invited bring in their old toys and books, create their own craft, or even bake their favourite treat to sell to others. The money made by each class is used to support class trips at the end of the year.



### Career Day

The second Career day in June is centered around career choices. We host visitors from different universities or fields of work who do presentations or workshops about their university or profession.



### P5-S1 Transition Camp

Primary 5 and Secondary 1 students spend two days together engaging in team building activities. Last year's camp took place on Prangli Island.



### Last day of school – Thursday June 22

We finish the school year with assemblies for all of our students in Nursery, Primary, and Secondary.



### Monday 27 June 2022: European Baccalaureate Proclamation Ceremony (to be confirmed)

On this special day we celebrate the profound achievement of our Secondary 7 pupils by presenting them their diplomas and sending them off to begin the next chapter of their lives.



[See the full calendar on the school's website tes.edu.ee](https://www.tes.edu.ee)

## Upper Secondary Examinations Calendar

### SECONDARY 5

- **S5 Exams – January Session:** Monday 16 January – Friday 20 January
- **S5 Exams – June Session:** Monday 29 May – Friday 2 June

### SECONDARY 6

- **S6 Exams – January Session:** Monday 23 January – Friday 3 February
- **S6 Exams – June Session:** Monday 29 May – Friday 9 June

### SECONDARY 7

- **Pre-Bac Exams:** Monday 23 January – Friday 3 February
- **Bac Exams:** in June

## Contacts and Communication with the school and the teachers

### School Contacts

TES is open Monday to Friday, from 8:00 to 18:00.

- **Front Desk**

You can contact our Front Desk Administrators, **Leelo and Lilith**, if you encounter a problem with the gates and the school badges.

**Front Desk:** [tes.securitydesk@est.edu.ee](mailto:tes.securitydesk@est.edu.ee) / +372 6311 799

- **General information**

**For general information inquiries, you may send an email to** [info@est.edu.ee](mailto:info@est.edu.ee) / or call us at +372 6311 555.

- **School Management**

- **Markko Mattus**  
Director of Tallinn European School  
[markko.mattus@est.edu.ee](mailto:markko.mattus@est.edu.ee)
- **Ian Karell**  
Deputy Director for Nursery and Primary  
[ian.karell@est.edu.ee](mailto:ian.karell@est.edu.ee)
- **Susanna Aija**  
Deputy Director for Secondary  
[susanna.aija@est.edu.ee](mailto:susanna.aija@est.edu.ee)

- **School Administration**

- **Siret Bachmann**  
Financial Specialist  
[siret.bachmann@est.edu.ee](mailto:siret.bachmann@est.edu.ee) / +372 6311 899  
*Invoices for tuition fees and extracurricular activities, procurements, financial records.*
- **Nargiz Askarova**  
Communication Manager  
[nargiz.askarova@est.edu.ee](mailto:nargiz.askarova@est.edu.ee) +372 6311 498  
*Internal and External Communication, marketing, website and newsletter.*
- **Evi Eibak**  
Information Secretary  
[evi.eibak@est.edu.ee](mailto:evi.eibak@est.edu.ee) / +372 6311 555  
*General information, secretariat.*
- **Mari Kald**  
HR Specialist  
[mari.kald@est.edu.ee](mailto:mari.kald@est.edu.ee) / +372 6311 720  
*Teachers' contracts, day-to-day support to teachers and other staff members, trainings.*
- **Kristel Väli**  
Admission Secretary  
[kristel.vali@est.edu.ee](mailto:kristel.vali@est.edu.ee) / +372 6311 331



*Pupils' contracts, school documents, communication with new families.*

- **Liis Teras**  
Activity Manager  
liis.teras@est.edu.ee/ +372 6311 224  
*Events, assemblies, aftercare and extracurricular activities.*
  
- **Marko Maidre**  
ICT Manager  
[marko.maidre@est.edu.ee](mailto:marko.maidre@est.edu.ee)  
*IT support for the teachers and the administration.*
  
- **Margot Virosiim**  
Administrative Officer  
[margot.virosiim@est.edu.ee](mailto:margot.virosiim@est.edu.ee)  
*School building, room rental services, etc.*
  
  
- **Other useful contacts**
  - **Front Desk Administrators: Lilith Rünkorg/ Leelo Kerner**  
[lilith.runkorg@est.edu.ee](mailto:lilith.runkorg@est.edu.ee) / [leelo.kerner@est.edu.ee](mailto:leelo.kerner@est.edu.ee)  
[tes.securitydesk@est.edu.ee](mailto:tes.securitydesk@est.edu.ee) / +372 6311 799
  
  - **Librarian: Doriana Semprini**  
[doriana.semprini@est.edu.ee](mailto:doriana.semprini@est.edu.ee) / +372 6311 782
  
  - **Nurse: Galina Ranniku**  
[galina.ranniku@est.edu.ee](mailto:galina.ranniku@est.edu.ee) / +372 6313 083
  
  - **Psychologist: Kerttu Randmaa**  
[kerttu.randmaa@est.edu.ee](mailto:kerttu.randmaa@est.edu.ee)
  
  - **Pedagogical Adviser: Liina Junolaine**  
[liina.junolaine@est.edu.ee](mailto:liina.junolaine@est.edu.ee)
  
  - **SEN Coordinator for Nursery and Primary: Mari Peets**  
[mari.peets@est.edu.ee](mailto:mari.peets@est.edu.ee)
  
  - **SEN Coordinator for Secondary: Paivi Tanttula**  
[paivi.tanttula@est.edu.ee](mailto:paivi.tanttula@est.edu.ee)
  
  - **KiVa Team Leader: Liina Junolaine**  
[liina.junolaine@est.edu.ee](mailto:liina.junolaine@est.edu.ee)
  
  - **School Canteen: Teele Annus**  
[euroopakool@dussmann.ee](mailto:euroopakool@dussmann.ee)
  
- **Class and Subject Teachers**

You can find the contacts of all the class teachers and subject teachers [HERE](#).

## School Diary

Every pupil in Primary and Secondary gets a school diary at the beginning of the school year.

The use of the diary is compulsory for all pupils in Primary and Secondary. All homework must be noted in the diary and checked daily.

## MySchool



From the school year 2020-2021, the whole school is using **MySchool** as a school management software. MySchool is a third-party information system for storage of study- and school-related information (grades, comments, notifications, homework, tests' schedule and scores, subject content of lessons, absences, late arrivals, study reports, communication and contact details).

MySchool is used for similar purposes by all type 1 European Schools, and this brings our school closer to the services provided by European Schools. The services are available to users over the Internet and provide formal, study-related information and broad data statistics to the school management.

The user credentials are provided by the school to all users - pupils, parents, teachers, and administration.

- [How to use the MySchool Parent Portal](#)
- [Login to your MySchool Account](#)

### CONTACT

Julija Mõnnakmäe Educational Technologist  
[julija.monnakmae@est.edu.ee](mailto:julija.monnakmae@est.edu.ee)

## TES Communication Channels

- **TES Website:** [tes.edu.ee](https://tes.edu.ee)

The website is accessible in English and in French. You will find all the essential information about the school, all the contacts, and the school calendar which is regularly updated.

- **TES Official Facebook page:** <https://www.facebook.com/TallinnEuropeanSchool/>



The TES Facebook page gives an overview of the school life with regular posts every week and some practical information.

- **TES Weekly News** – *Once per week, every Friday*

TES Weekly News is sent to the whole community every Friday with all the information you need to get ready for the next week! If you don't receive the Weekly News in your mailbox, make sure to check your spam folder, or contact our communication manager Nargiz Askarova [Nargiz.askarova@est.edu.ee](mailto:Nargiz.askarova@est.edu.ee)

- **Regular additional emails and/or notifications are posted in MySchool**

## Other TES Community Communication channels

In addition to these media managed by the school, you can get more information from different media managed by parents from our community:

- [TES Community Facebook Page](#)
- [TES Parents Facebook Group](#)

## School rules and other school documents

### School Rules

The school rules at TES apply to all staff members, pupils, and parents. Please make sure to read them carefully. You can download them [HERE](#).

Here is a quick summary of the general rules:

- Lessons start at 08:15 for P3 up to S7, at 09:00 in Nursery and at 09:05 in P1 and P2.
- Pupils and staff shall dress appropriately and wear indoor shoes while inside the school building.
- Staff and parents must wear, at all time, Staff badges and Parents badges while in the school premises.
- Pupils from P1 to S3 must go out, in the school yard, during the midday break after having lunch in the school canteen.
- Eating is only allowed in the canteen, even for the food/snacks brought from home.
- NB! No deliveries of food are accepted at school during school time.
- Energy and soft drinks, junk food, 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.
- At the beginning of the school year, by request from parents and with the authorisation given by the Secondary Deputy Director, the pupils from S4 up to S7 may leave the school premises. Secondary pupils will receive a coloured sticker as follows:
  - S6-S7: green sticker, can leave during free periods and lunchtime;
  - S4-S5: blue sticker, can leave during lunchtime;
  - S1-S3: red sticker, cannot leave the school premises during school hours.
- The use of the school diary (provided by TES) is compulsory for all Primary and Secondary pupils.
- Mobile phones are NOT allowed during school hours, including lunch time. Specific exceptions are detailed in our [IT Policy](#).

- Any member of school staff has the right to confiscate any electronic gadget if the rule above is not respected.

[Download and read the school rules](#)

## Other School Documents

Statutes, Development plan, School rules, Policies... All the updated versions of TES school documents can be accessed and downloaded anytime from [HERE](#).

## Access, Gates and Badges

In order to maintain the school environment safe, every staff member and pupils from Primary 1 to Secondary 7 must carry a personal badge to open the gates and the school's front door.

In Nursery and Primary both parents can have badges on request by contacting our Administrative Assistant/Laboratory Technician Üleri Taavel ([ylari.taavel@est.edu.ee](mailto:ylari.taavel@est.edu.ee)).

Parents of children in Primary 3, 4, and 5 should inform the Class teacher if their child/ren is/are allowed to leave school on their own. P1 and P2 pupils must be picked up by their parents or a guardian. **The Class teacher and the front-desk administration should be informed in writing by the parents if the person picking up the child is not a parent.** Pupils in Primary are not authorised to pick up younger siblings. Secondary students may pick up younger siblings if informed in writing by the parents.

If a badge is lost, or if you need any additional badge, you can ask for a new badge directly at the front desk or by sending an email to Üleri Taavel ([ylari.taavel@est.edu.ee](mailto:ylari.taavel@est.edu.ee)). Please note that this additional badge will cost 6.50 €.

## Extracurricular activities

The list of activities for the school year 2022/2023 is available and regularly updated on [TES website](#).

[Download and read TES Extracurricular activities Policy](#)

### CONTACT

**Liis Teras**, Activity Manager

[liis.teras@est.edu.ee](mailto:liis.teras@est.edu.ee) / +372 6311 224



## Precare and Aftercare

- **Precare Nursery:**  
**Time:** 8:00-9:00  
**Price:** free of charge  
**Room:** Playground or Nursery classrooms
- **P1-P2 Precare:**  
**Time:** 8:00-8:50  
**Price:** free of charge  
**Room:** Playground or Study Room
- **Nursery Aftercare:**  
**Time:** 16:00-18:00  
**Price:** 75€ per month, 8€ per day  
**Room:** Playful Pandas Classroom
- **P1-4 Aftercare:**  
**Time:** 15:40 -18:00 (from 14:50 on Wednesdays)  
**Price:** 75€ per month, 8€ per day, free until 16:00  
**Room:** Playground or Study Room

Aftercare is free of charges for every pupil waiting for an extracurricular activity.

[Download and read TES Aftercare Policy](#)

### CONTACT

**Liis Teras**, Activity Manager

[liis.teras@est.edu.ee](mailto:liis.teras@est.edu.ee) / +372 6311 224

## Canteen



Tallinn European School is catered by P.Dussmann Eesti OÜ

School lunch menus are prepared in accordance with health protection requirements stemming from a Minister of Social Affairs regulation on health protection requirements for catering in preschools and general schools.



For every school day, the canteen provides:

- Breakfast – 1,20 euros/day
- Lunch – 1,79 euros/day
- Afternoon snack – 1,60 euros/day
- Nursery catering – 32,51 euros/day

The canteen is open from 8:00 to 16:30 each school day:

- Breakfast: 8:00-10:50
- Lunch: 11:50-14:15
- Afternoon snack: 14:50-16:00

The menus are published every month [on the school's website](#).

**Applications for the canteen should be made using the following application forms accessible on the school's website:**

- [APPLICATION FOR CATERING in Nursery](#)
- [APPLICATION FOR CATERING in Primary](#)
- [APPLICATION FOR CATERING in Secondary](#)

More detailed information about the menus, applications and payments can be found [HERE](#).

### CONTACT

#### School canteen

**Teete Annus:** [europakool@dussmann.ee](mailto:europakool@dussmann.ee) / +372 5089418.

## Library

TES Library is open from 8:00-16:30 on Monday, Tuesday, Thursday and Friday, and until 15:00 on Wednesday.

Many resources for our Primary and Secondary pupils are available in English, French, Spanish, Estonian, Italian, Finnish and German with a variety of choice including novels, literature, comics, non-fiction, sports and sciences.

A Nursery corner is also available, with a large choice of picture books in English and in French.



You can find more information [on our website](#) and [read the Library Regulations](#).

### CONTACT

**Doriana Semprini**, Librarian

[doriana.semprini@est.edu.ee](mailto:doriana.semprini@est.edu.ee) / +372 6311 782

## KiVa antibullying programme

In order to prevent bullying and foster positive social relationships among our students, TES implements the KiVa programme. KiVa was developed by the University of Turku in Finland and it has spread to more than 20 countries around the world. TES is the 6th European School to adopt the programme.

The KiVa antibullying programme:

- is one of the most systematic antibullying programs in the world
- involves the whole school community – students, teachers and parents
- includes instructions and activities for both prevention and intervention
- teaches students to recognise bullying and to respond in a caring and responsible way



Bullying is not tolerated in our school. We all work together to prevent bullying and to successfully tackle any bullying cases. KiVa is not a one-year project but a permanent part of the school life.

Find out more about KiVa programme [HERE](#).

### CONTACT

**Liina Junolaine**, KiVa Team Leader

[liina.junolaine@est.edu.ee](mailto:liina.junolaine@est.edu.ee)



## School annual tuition fees

The annual school tuition fees for the school year 2022/2023 are the following:

- Nursery: 3,630.00 €
- Primary: 4,240.00 €
- Secondary: 5,190.00 €

Please take note that the costs of the following facilities are not included:

- Canteen
- Extracurricular activities
- Aftercare
- Transport
- Field trips and study visits
- Special education needs
- Study materials

### CONTACT

**Siret Bachmann**, Financial Specialist

[siret.bachmann@est.edu.ee](mailto:siret.bachmann@est.edu.ee) / +372 6311 899

## School supplies lists

The school supplies lists are accessible on the website when available. Class teachers and subject teachers may also communicate directly for their classes.

School Supplies lists per class for the school year 2022/2023 can be found on our school website under the respective cycle:

[Nursery](#)

[Primary](#)

[Secondary](#)

## TES Parent Council

The Parent Council represents the parents of our school, with representatives elected in every class at the beginning of the school year. The Parent Council plays an active role in our community, taking part in and organizing multiple events during the school year. The Parent Council represents parents in the School Board.

[Statutes of TES Parent Council](#)

[How the Parent Council at TES Works](#)

CONTACT

[pc@est.edu.ee](mailto:pc@est.edu.ee)

## TES Student Council

Student Council is a body that represents TES pupils. There are members from each Secondary class, class representatives and voluntary members. Student Council mainly organizes events and finds solutions to pupils' problems and questions, but they also represent pupils in the School Board.

## Coming to TES and Parking

TES School building is located on [Tehnika street 18](#), a few steps away from the Old Town, Telliskivi Creative District, and the central railway station of Balti Jaam. It is easily accessible by car, public transport, or by foot. Bike-parks are available for bikes and scooters next to the entrance.

### Coming by car

**When coming by car, please note that for security reasons, it is not possible for parents and staff members to park in the schoolyard.** There are several parking options in the surrounding area. It is possible to park along Tehnika street, on [Suve](#) and [Sügise](#) streets (in the City Centre/Kesklinn parking zone), or on the other side of the railway on [Rohu](#) or [Saue](#) streets (Free parking zone).

In the City Centre (Kesklinn) parking zone, parking is free of charge for 15 minutes if you indicate the starting time of parking in writing or using a parking clock on the windscreen of the vehicle in a visible area. Beyond 15 minutes, parking costs 1,50 €/hour or 0,025 €/minute (Mon-Fri, 07:00-19:00). It is possible to pay the parking with your smartphone (Smart parking) or SMS. Find out more about [parking in Tallinn](#) and [how to pay](#). Parking in the streets on the other side of the railway is free of charge.

A [private car park \(Citypark\)](#) is also accessible next to the Park Inn by Radisson Hotel, on Paldiski road 4 (3,50 €/hour). Please note that the 15 minutes of free of charge parking does not apply to private car parks!

### Coming by public transport

The school is especially well-connected by public transport. The stop "Kelmiküla" is located in front of the school building and hosts 3 trolleybus lines (1,4 and 5) and 5 bus lines (22, 40, 41/41B, 43 and 59). It is located one stop away from Balti jaam, Tallinn central train station. [See the timetable of Kelmiküla stop](#).

If you are registered as a Tallinn permanent resident, you can use public transport for free (including trains in the city) once you have registered your Smartcard that you need to validate. More information about the [Smartcard](#) and the [right to travel for free](#).

- [More information about Tallinn Public Transport](#)
- [More information about trains](#) (Elron)



## Practical Information for newcomers in Estonia

### Relocation Guide and International House of Estonia

To help all newcomers settle in smoothly, Work in Estonia / International House of Estonia has published a special handbook "[Relocation Guide to Estonia](#)".

In this official e-book you will find information about:

- Moving to Estonia
- Housing
- Working
- Healthcare
- Taxes and social benefits
- Education
- Transport
- Everyday life



In addition to the guide, International House of Estonia answers all your questions regarding settling in Estonia and provides you with a wide range of consultation sessions where you can get information about documents, healthcare, language programs and apply for documents that you need for settling in Estonia.

[More information about the International House of Estonia](#)

### Settle in Estonia Programme

The Settle in Estonia Programme is a free educational programme provided by the Estonian state which is intended to help the foreigners who have arrived in Estonia to adapt and become accustomed to local life more easily. The programme, which comprises various training courses, gives an overview of how the state of Estonia and its society function and how daily life is organised.

Within the programme, the participants can learn Estonian and receive information about working and studying here as well as family-related matters.

In addition, they can take part in discussions, share their experiences and ask questions.

The Settle in Estonia programme consists of modules – courses of different subjects. Choose the most suitable module [HERE](#).

[More information about the Settle in Estonia Programme](#)