

# General Rules of Tallinn European School

## 1. GENERAL PROVISIONS

- 1.1. Tallinn European School (TES) follows the [General Rules of the European Schools \(2014-03-D-14-en-13\)](#) as far as they are relevant for accredited European Schools.
- 1.2. TES follows the Estonian [Basic Schools and Upper Secondary Schools Act](#) as well as the [Private Schools Act](#).
- 1.3. Should there be a conflict between the General Rules of the European Schools and Estonian legislation governing the operation of basic and private schools, Estonian legislation takes precedence.
- 1.4. These rules and regulations apply to all TES staff, pupils and pupils' parents during the activities inside and outside the school (e.g. school trips).

## 2. DAILY SCHOOL SCHEDULE

- 2.1. The school building is open for pupils from 8:00 until 18:00.
- 2.2. The weekly timetable is available in MySchool (<https://tes.msm.io>) for all pupils, parents, teachers, and school leadership.
- 2.3. Pre-care for N1-P2 pupils is offered from 8:00-9:00 every school day.
- 2.4. Lessons start according to the timetable as follows:
  - 2.4.1. Nursery from 9:00
  - 2.4.2. Primary 1-2 from 9:05
  - 2.4.3. Primary 3-Secondary 7 from 8:15.
- 2.5. The end of the day depends on the timetable. The timetable is communicated by the class teacher and available in MySchool.
- 2.6. Aftercare services are available for Nursery-Primary 5 pupils every school day until 18:00 (except on days when the school closes early in recognition of a public holiday). Please refer to the TES Aftercare Policy for complete details.
- 2.7. TES offers a variety of extracurricular activities for every age group from Nursery-Secondary. In general, activities are organised from the end of the school day and end no later than 18:00. Please refer to the TES Extracurricular Policy for complete details.
- 2.8. 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.
- 2.9. Parents are responsible for the pupils until their arrival at school. The school's responsibility begins from the opening of the school building at 8:00 and ends with the last lesson/end of aftercare. The responsibility of the school is limited to the school premises.
- 2.10. Nursery and Primary 1-2 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 not being the legal guardian, the parent is obliged to inform the pupil's Class Teacher in writing on the morning of the same day. The Class Teacher will inform the Front Desk, who will ensure that the pupil is handed over to the designated person. The person picking up the pupil may be asked to show a photo ID to confirm their identity.
- 2.11. During the lunch break, and weather permitting, pupils from P1-S3 are obligated to go outside for break.
- 2.12. Student ID cards are prepared by the Front Office and distributed at the beginning of the school year by the class teachers to all Nursery, Primary, and Secondary pupils. These cards give access to school premises.

- 2.13. By request from parents or from legal representatives, and with authorisation given by the Secondary Deputy Director, S4-S7 pupils may leave the school premises during their lunch break or free periods. All Secondary pupils will receive a coloured sticker on their Student ID as follows:
  - 2.13.1. S1-S3: red sticker, cannot leave the school premises during school hours
  - 2.13.2. S4-S5: blue sticker, can leave the school premises during lunch time
  - 2.13.3. S6-S7: green sticker, can leave the school premises during lunch time and free periods.
- 2.14. All pupils are expected to leave the school premises after the end of lessons unless they are involved in scheduled study or extracurricular activities. S6-S7 students using the study room are expected to leave the school by 18:00.
- 2.15. In case a pupil needs to be picked up regularly by another person who is not the legal guardian, a parent must submit a written request to the deputy director for acceptance indicating the persons' full name and date of birth. The deputy director makes sure that all necessary members of staff are informed.
- 2.16. Pupils from Primary 3 to Primary 5 are not allowed to take younger siblings from 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.

### **3. DAILY MONITORING AND FEEDBACK**

- 3.1. Pupils and parents, or legal representatives, are informed about a pupil's progress in accordance with the TES Assessment Policy.
- 3.2. Regular progress and homework are made available in MySchool.
- 3.3. In general, homework must be entered into MySchool (and in Microsoft Teams during a distance learning period) on the day it is assigned and no later than 18:00. Primary and Secondary pupils are also expected to record their homework and assignments in their diaries.
- 3.4. Other information and notifications are inserted within 24 hours, formative and summative marks within one week.
- 3.5. The pupil's workload adheres to the guidelines set by the TES Homework Policy.

### **4. ABSENCES**

- 4.1. All pupils are required to attend lessons 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. Attendance is taken in MySchool at the start of every lesson in Primary and Secondary and at the start of the day in Nursery.
- 4.3. A pupil's attendance at school shall be considered regular if the number of presences is at least 90% of the number of total lessons organised.
- 4.4. The school shall keep a record and daily register of pupils' absences. At the end of each semester and during midterms (in Secondary), the school provides an updated attendance report for each student.
- 4.5. If, at the end of the first term or semester, the number of unexcused absences seems likely to exceed the threshold of 10% of the periods organized in one or more subjects, the Deputy Director will warn the pupil's legal representatives of the risk of non-promotion or of being unable to take the Baccalaureate examinations.
- 4.6. Parents and members of staff shall plan any family holiday travelling during TES official holidays. The school calendar is available on the school website.
- 4.7. The Deputy Director/Director may give a pupil permission to be absent from school for personal/study reasons. Applications must be made in writing by the parents or legal

representatives at least one week in advance, indicating the period of absence and giving reasons for the absence. Except in cases of force majeure, permission will not be granted for the week preceding or the week following school holiday periods or public holidays.

- 4.8. Agreement for temporary home-schooling between the school and parents can be signed in case of fully justified reasons for a long-term absence.
- 4.9. Unforeseen absences must be notified by email to the class teacher on the first day of absence.
- 4.10. Subject teachers insert all absences in MySchool as unexcused, and at the end of the day class teachers may revise their nature.
- 4.11. By the beginning of each new week, all appeals against inaccurate descriptions of absences need to have been made, otherwise, the reason for the absence will remain as stated originally in MySchool.
- 4.12. In cases of absences from B-tests or written exams (S4-S7), TES adheres to the regulations outlined in the General Rules of the European Schools.
- 4.13. MySchool attendance statuses:

|                                                                                                                                                | Does it contribute to total absences?            |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Present                                                                                                                                        | No                                               |
| Late                                                                                                                                           | Yes 3 cumulative lateness's count as one absence |
| Absent                                                                                                                                         | Yes                                              |
| Excused with a <b>prior</b> agreement<br>(Agreement with the CT, Educational adviser, or Deputy;<br>includes leaving early with justification) | No                                               |
| Absent with Medical Certificate<br>(Doctor's certificate or parent informing about sickness,<br>doctors' appointment)                          | No                                               |
| In School                                                                                                                                      | No                                               |
| School Trip                                                                                                                                    | No                                               |
| Homeschooling                                                                                                                                  | No                                               |

## 5. DRESS CODE

- 5.1. The dress code aims to avoid distraction in the classroom, create a workplace-like environment, reduce the pressures arising from a pupil's socio-economic situation, and to discourage gang activities.
- 5.2. 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 inappropriate manner for a school are deemed inappropriate and not allowed.
- 5.3. The length of skirts, skorts, and shorts must extend below the pupil's fingertips when the pupil's arms are extended at his/her sides.
- 5.4. Shirts exposing the shoulders, chest, and/or abdomen (e.g. spaghetti straps, strapless tops, muscle shirts, and tank tops) are not allowed.
- 5.5. Hats are not allowed to be worn inside the building. Exceptions will only be made in the case of religious or health reasons.
- 5.6. All clothing must be intact and not perforated or torn to allow skin exposure.
- 5.7. Pupils and staff shall wear indoor shoes inside the school building. Outerwear including hats, jackets, and outdoor shoes shall be left in the cloakroom.
- 5.8. Secondary pupils keep their backpacks in the cloakroom or in their personal locker and do not carry them around from class to class. Small tote bags are allowed.

5.9. Items of clothing of Nursery and Primary pupils must be labelled.

5.10. Makeup is not allowed for Nursery and Primary level pupils.

## 6. DIARY

6.1. A diary is compulsory for pupils in Primary and Secondary to mark down homework and to be aware of the school rules and calendar.

6.2. MySchool does not always replace the pupils' diary and pupils are expected to write homework/assignments down in their diaries.

## 7. (SMART)PHONES AND OTHER ICT DEVICES

7.1. By default, personal ICT devices are not allowed to be used by pupils during official school hours on school premises. Smartphones and headphones must be kept in lockers for the duration of the school day and not be carried around (in pockets, tote bags, etc.).

7.2. Only in exceptional circumstances may a pupil retrieve their smartphone from the locker and use it:

7.3. for contacting their parents/legal guardians in designated areas (Front Office, Mont Blanc Lounge) with the permission of a member of staff.

7.4. for learning purposes in class at the request and with the permission of the teacher.

7.5. In the framework of the Bring Your Own Device Policy (BYOD), S4-S7 pupils are allowed to bring and use their laptops and tablets for school-related activities by connecting them to the TES network and use these devices in designated areas only (please see Annex 2 of TES IT Policy).

7.6. S6 and S7 pupils are allowed to use their personal ICT devices in their Study Room in cooperation and agreement with the teachers(s) present and only for learning purposes.

7.7. Photographing, audio recording, and filming on school premises is allowed only by the permission of the teacher for learning purposes and with the teacher present.

7.8. In Primary, smart watches are not permitted to be used during the school day. In Secondary, while on school premises, students may use their smart watches for checking time only and must make sure that the watches are set on silent mode.

7.9. If the above rules are not respected or adhered to, the student must hand over the device which will be kept by the Deputy Director(s) or the Educational Adviser for the remainder of the school day. Parents will be informed of the event through a behavioural notice issued on MySchool.

7.10. In case parents urgently need to reach their child during the school day, they may contact the school's general number and the pupil in question will be informed consequently.

7.11. Any further rules regarding ICT devices can be found in the TES IT Policy.

## 8. BEHAVIOUR GUIDELINES

8.1. All members of the TES community are expected to act according to the school's values of respect, harmony, and creativity. Every member of TES shall represent the school and themselves with dignity.

8.2. These guidelines are reminded to all members of the community at the beginning of each school year and are detailed further in the School Communication Policy.

8.3. TES follows a strict [anti-bullying programme](#).

8.4. Any use of mental or physical violence on the school grounds and during school activities outside the school is prohibited.

8.5. 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.

- 8.6. Any incident, accident, or act of vandalism must be reported to a member of staff immediately.
- 8.7. The school has the right to claim compensation for wrongful conduct with school materials and school property.
- 8.8. Every member of the school community must keep the school clean and tidy up after themselves.
- 8.9. It is forbidden by any person to bring to school and/or use tobacco products (including e-cigarettes), alcohol, narcotics, and medicines without a doctor's prescription on school premises.
- 8.10. It is forbidden by any person to bring a weapon or item that could be construed as a weapon to school or during activities organised by the school.
- 8.11. Drinking, eating, or chewing gum is not allowed in the classroom, during lessons unless the teacher has agreed otherwise for a particular lesson.
- 8.12. Pets are not allowed on the school premises. In case of a school/class project that could involve a pet or another animal, the Deputy Director will give their permission.
- 8.13. Pupils' discipline issues will be handled according to the TES Disciplinary Policy.

## **9. SCHOOL FACILITIES**

- 9.1. The use of school facilities for purposes other than scheduled school activities must be agreed upon with the school Director.
- 9.2. In case a pupil, parent, or staff member wishes to use school resources and/or the school premises outside of school time, the permission can be granted only by the school Director.
- 9.3. The resources/premises must be returned in the state they were handed over.

### **9.4. Canteen**

- 9.4.1. TES canteen is catered by an external provider procured through the Estonian national procurement system and according to applicable legislation.
- 9.4.2. Pupils are only allowed to eat in the canteen including food that has been brought along from home. Exceptions may be made by a teacher in the event of a special occasion (e.g. pupil birthday party, class event).
- 9.4.3. When sending a pupil to school with food from home, parents are encouraged to follow the same guidelines regarding nutrition as the caterer.
- 9.4.4. Food deliveries to pupils are not accepted during school hours.
- 9.4.5. S4-S7 pupils that have lunch off premises are not allowed to bring junk food/soft drinks back to school premises.

### **9.5. Library**

- 9.5.1. The library is open during school hours, from 8:00 to 16:30, and is managed by the school librarian and/or assistant.
- 9.5.2. Every visitor is expected to follow the library rules. This includes no food and drinks in the library.
- 9.5.3. Books and all other materials borrowed must be returned within 14 days; extensions are at the discretion of the librarian.
- 9.5.4. Damaged or lost books must be replaced. The damage to a library item will be assessed on a case-by-case basis.
- 9.5.5. If required, the library can be used for doing homework after lessons.
- 9.5.6. Complete guidelines for using the library can be found in the [TES Library Policy](#).

### **9.6. Lockers**

- 9.6.1. Secondary pupils are assigned a locker at the beginning of the school year.



9.6.2. In case of a doubt of danger for the member of the school community or possession of prohibited substances, the locker can be opened, without the consent of the pupil and legal guardian.

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

9.6.4. Lost keys are replaced by the Front Office at a cost to the student/family.

## **10. SECURITY**

10.1. Nursery parents enter the premises through the main gate and proceed to the playground and enter directly to the Nursery level.

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

10.3. School premises are monitored by CCTV cameras 24 hours per day. The presence of CCTV cameras is indicated on the main door of the school, in the main hall, and in the Primary and Secondary cloakrooms. CCTV footage is kept at the Front Desk in a separate computer for one month and is destroyed automatically after this time. Access to CCTV footage is available to school management and administrators only.

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

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

10.6. All external gates and doors will remain locked at all times. Access will only be possible using keycards.

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

10.8. The school is not responsible for the loss or damage to any personal items students have chosen to bring to school.

10.9. After school hours, classrooms are not accessible to pupils or parents without permission granted by the teacher or Director.

10.10. Fire drills are carried out on a yearly basis and included in the annual plan when necessary. All members of staff have completed security training provided by the school according to the Action Plan in Case of Fire.

## **11. LOST AND FOUND**

11.1. Items found on school premises will be collected and placed in the Lost and Found cupboard located in the designated areas.

11.2. Items that are marked or labelled with a name and class will be returned to the owner.

11.3. At the end of the academic year, unclaimed items will be donated to charity.

11.4. Please refer to the TES Lost and Found Policy for full details.

## **12. EDUCATIONAL TRIPS**

12.1. The aim of educational visits is to enhance the learning experience outside the classroom. Therefore, all educational visits are linked to the EB curriculum and shall be organised by the school staff at the additional expense of parents.

12.2. Educational visits are carried out during the lesson time and are compulsory to attend.

12.3. Educational visits are organised according to the TES Educational Trips Policy.

12.4. Permission slips, signed by parents, are required for each trip.

12.5. The teacher in charge of the visit, in agreement with the Deputy Director, has the right to exclude pupils for disciplinary reasons. The parents will be informed in a timely manner.