

## STATUTES OF TALLINN EUROPEAN SCHOOL

### Tallinn European School is an accredited European School.

The European Schools are official educational establishments controlled jointly by the governments of the Member States of the European Union.

The mission of the European Schools is to provide a multilingual and multicultural education for nursery, primary and secondary level pupils. They are aimed primarily for children of staff of the European institutions.

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 \(2013-01-D64-en-4\)](#)).

### 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.
- 1.4. The owner of the School is Foundation Euroopa Kool (hereinafter the School Keeper).
- 1.5. 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.
- 1.6. In addition to laws and regulations of the Republic of Estonia, the following documents apply to the governance and administration of 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.
- 1.7. The School has a Nursery cycle (N1-N2), a Primary cycle (P1-P5), and a Secondary cycle (S1-S7).
- 1.8. The School has an English language section (Nursery, Primary, Secondary) and a French language section (Nursery, Primary).
- 1.9. The School's languages of public administration are Estonian and English. In case of contradictions in any documents pertaining to the school, the Estonian version of the document will prevail.
- 1.10. The school has its own logo, seal, and flag.

## 2. School Structure

### 2.1. The School Keeper

- 2.1.1. The school keeper is Foundation Euroopa Kool, established with the aims of managing and developing the school.
- 2.1.2. The founder of the Foundation is the Republic of Estonia, on behalf of whom the Ministry of Education and Research will exercise the founder's rights.
- 2.1.3. The full purpose and responsibilities of the Foundation are laid out in the [statutes of Foundation Euroopa Kool](#).

### 2.2. The School Director

While representing the school keeper, and through legal, systematic, and effective management, the director will ensure a comprehensive development of the school and environment that supports the individual development of the student and provided high-quality education according to the European Baccalaureate curriculum.

The director will oversee the general operations of the school including, but not limited to:

- 2.2.1. Leading school development;
- 2.2.2. Conducting internal assessments;
- 2.2.3. Cooperating with interest groups and leading public communication;
- 2.2.4. Shaping school culture and foundational values;
- 2.2.5. Assessing and supporting learner development;
- 2.2.6. Organizing activities that support learning;
- 2.2.7. Being a role model for the community;
- 2.2.8. Developing the human resources policy;
- 2.2.9. Managing the budget and material resources;
- 2.2.10. Managing information systems and data processing.

### 2.3 The School Board

The School Board is a collegial body, the aim of which is to support the management of the School.

The School Board will:

- 2.3.1. make proposals for the amendments of the Statutes of the School and for determining the lines of action of the School to the School Keeper;
- 2.3.2. approve the draft budget proposed by the School Director and submit it to the School Keeper for final approval;
- 2.3.3. approve the development plan and the annual plan of the school proposed by the School Director and submit it to the School Keeper for final approval;
- 2.3.4. express opinion to the next academic year's tuition fees before the School Keeper's final approval;
- 2.3.5. approve the draft of school policies proposed by the School Director and submit it to the School Keeper for final approval;
- 2.3.6. participate as a member of the election committee in the recruitment procedure of the School Director;

- 2.3.7. propose, when necessary, to the School Keeper, the dismissal of a sitting Director following a no confidence vote;
- 2.3.8. The School Board has up to ten (10) voting members. The School Keeper will appoint and recall the members of the School Board.
- 2.3.9. 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.
- 2.3.10. 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 2.3.13., which is the basis for the selection of his/her membership.
- 2.3.11. The composition of the School Board includes:
- 2.3.11.1. as voting members:
- the School Director;
  - 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 the parents from the French Section (P1-P5), chosen by the Parent Council;
  - two (2) representatives of pupils from older school levels (S6 and S7), chosen by the Student Council;
  - one (1) representative of the School Keeper, appointed by the board of the School Keeper;
  - One (1) representative from a European Agency (eu-LISA), appointed by eu-Lisa's director
- 2.3.11.2. as non-voting members:
- the Deputy Directors;
  - the representative of the non-pedagogical staff.
- 2.3.14. 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.
- 2.3.15. In the absence of the chairperson of the School Board he/she is replaced by the deputy chairperson.
- 2.3.16. The chairperson and deputy chairperson are chosen during the first School Board meeting of the academic year.
- 2.3.17. The School Board meetings will be held at least five (5) times in a school year.
- 2.3.18. The School Board meetings will be convened and chaired by the chairperson of the School Board or in his/her absence, the deputy chairperson.
- 2.3.19. 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.
- 2.3.20. Every member has the right to make proposals on the agenda of the meeting.

- 2.3.21 The School Board meeting has a quorum if at least half of the members of the School Board take part in the Meeting.
- 2.3.22 Each voting member has one vote.
- 2.3.23 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.
- 2.3.24 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.
- 2.3.25 The School Board has the power to adopt decisions without convening a meeting.
- 2.3.26 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.

### 3. Principles of the Organisation of Studies

- 3.1 The main aim of the School is to support pupils in their learning and educational activities through learning and educational process.
- 3.2 To develop an environment that promotes learning and where parents, pupils and pedagogues will cooperate in order to achieve common aims will be created in the School.
- 3.3 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.
- 3.4 The School has a stationary form of study.
- 3.5 The school consists of three study cycles: Nursery (N1-N2), Primary (P1-P5), and Secondary (S1-S7).
- 3.6 The exact start and end date of the school year is determined by the school board at the end of the first semester of the academic year.
- 3.7 A school year consists of two (2) semesters and school holidays.
- 3.8 The school year is divided into five terms with four breaks: autumn break (one week), first winter break (at least two weeks), second winter break (one week), and spring break (two weeks)
- 3.9 There are at least 180 days of study in a study period, 181 days of study in a leap year.
- 3.10 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.
- 3.11 The duration of learning activities in Nursery and Primary 1 and 2 is 15-45 minutes, depending on the age, and 45 minutes in Primary 3, 4, and 5 and in all Secondary classes.
- 3.12 The sequence and duration of learning activities will be determined in a timetable and daily schedule of the School.

- 3.13 The maximum number of pupils in a class is 18 pupils in Nursery 1, 20 pupils in Nursery 2 and Primary (P1-P5) and 24 pupils in Secondary (S1-S7). Exceptions must be approved by the School Board.
- 3.14 Pupils' knowledge and skills are evaluated based on the assessment procedures of the EB curriculum and TES Assessment Policy.
- 3.15 Pupils will be acknowledged and dispraised according to the procedures determined in the School Rules.'
- 3.16 The Class Council:
  - 3.16.1 analyses the academic performance and behaviour of pupils and makes decisions on how to support a pupil's development;
  - 3.16.2 decides on the transfer of a pupil to the next grade and graduation;
  - 3.16.3 discusses issues related to learning and educational activities of pupils and makes corresponding decisions.
  - 3.16.4 Based on Class Councils decisions, pupils are issued a report card twice a school year at the end of both the semesters.
  - 3.16.5 The Class Council is convened and chaired by the Director or in his/her absence the Deputy Director.
  - 3.16.6 All the pedagogues, including assistants, teaching a particular class take part in Class Councils.
  - 3.16.7 Class Councils' decisions are adopted by a simple majority of all the participating pedagogues, except for the assistants.
  - 3.16.8 The discussion which takes place during Class Councils are confidential.
  - 3.16.9 Decisions of Class Councils are recorded in the minutes.
  - 3.16.10 Class Councils take place at least twice during a school year.

#### 4. Student Rights and Responsibilities

The laws of the Republic of Estonia, the related legal acts, these statutes, the school rules, and any other relevant school document regulate the behaviour of the pupils at School.

##### 4.1 The Pupil is entitled to:

- 4.1.1 obtain studies that correspond to the curriculum;
- 4.1.2 participate in classes and other forms of learning that have been stipulated in the work plan of TES and in the timetable;
- 4.1.3 to receive information about the assessment procedure and grades from the class teacher or subject teacher;
- 4.1.4 participate via the Student Council in the development of the school;
- 4.1.5 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;
- 4.1.6 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;
- 4.1.7 to receive information from the School about learning opportunities and school organisation;
- 4.1.8 to turn to the Student Council, class teacher, School director or child protection organisations for protection of his/her rights;
- 4.1.9 to receive first aid;

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

#### **4.2 The pupil undertakes to:**

- 4.2.1 follow legal acts, the contract, statutes of TES, the school rules of TES, and other regulations of TES;
- 4.2.2 avoid activities that may damage the image and property of TES;
- 4.2.3 to attend school, prepare for the lessons, and complete the learning tasks (homework, tests, examinations, preliminary examinations, etc.) on time;
- 4.2.4 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;
- 4.2.5 to use classrooms, inventories, equipment and other property of TES purposefully and prudently;
- 4.2.6 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.

#### **4.3 Student Council**

The student council is a representative body of TEK students, which includes the junior grades P3.-P5 on a voluntary basis. students of grades S1-S7 of grade and senior school level.

- 4.3.1 The student council has the same logo and address as the school.
- 4.3.2 The student council bases its activities on the interests, needs, rights and obligations of the students, the statutes of the student council, TEK's statutes, TEK's rules of procedure and legislation of the Republic of Estonia.
- 4.3.3 TEK's student council is a politically and religiously independent body.
- 4.3.4 The procedure for forming the student council, the rights, duties and responsibilities of the student council, and the working procedure are stipulated in the statutes of the student council.
- 4.3.5 The statutes of the student council are drawn up by the student body, cooperating with the director and the school's interest leader, if necessary.
- 4.3.6 The statutes are adopted by the meeting of the student council with a simple majority.
- 4.3.7 The student council submits the student council statute to the director for approval. Within 30 days of receiving the statute, the director approves the statute of the student council if it complies with laws, legislation issued on the basis of the law and internationally recognized democratic principles or provides written reasons why the statute cannot be approved.
- 4.3.8 The Articles of Association shall enter into force upon their approval by the Director.
- 4.3.9 The Organization and Policies of the Student Council are described in the Statutes of the Student Council.

## **5. Staff Rights and Responsibilities**

The laws of the Republic of Estonia, the related legal acts, these statutes, the human resource policy, the school rules, and any other relevant school document regulate the behaviour of the staff at School.

#### **5.1 Staff members are entitled to:**

- 5.1.1 to participate in the development activities of the School;
- 5.1.2 to make proposals to the director about the better arrangement of work;
- 5.1.3 to turn to his/her deputy director or director for counselling;
- 5.1.4 to demand the existence of necessary work equipment and assurance of work conditions from the director;
- 5.1.5 to receive additional training in the volume provided by law;
- 5.1.6 to have personal development and achievement interviews.

#### **5.2 Staff members undertake to:**

- 5.2.1 to actively take part in the work of the School according to the employment contract and job description;
- 5.2.2 to consistently cooperate with parents;
- 5.2.3 to engage in professional self-improvement;
- 5.2.4 to take care of the pupils, to be aware of the advancement and development of the pupils;
- 5.2.5 to follow the established curriculum when conducting learning activities;
- 5.2.6 to report about his/her work if the School Board or director so require.
- 5.2.7 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.
- 5.2.8 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.
- 5.2.9 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.

#### **5.3 The Teacher Council**

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

The Teacher Council:

- 5.3.1 councils the director on issues related to learning and educational activities;
- 5.3.2 analyses and submits an opinion on documents related to learning and educational activities;
- 5.3.3 makes proposals on improving the School's learning and educational activities;
- 5.3.4 makes proposals about issues regarding teachers;
- 5.3.5 The Teacher Council elects two (2) teachers' representatives to the School Board.
- 5.3.6 The Teacher Council is convened and chaired by one of the two teachers' representatives to the School Board.
- 5.3.7 All the School's pedagogues, including assistants, take part in the Teacher Council.
- 5.3.8 The decisions of the Teacher Council are deemed adopted by a simple majority of all participants to the meetings.



- 5.3.9 The Teacher Council meetings are recorded in the minutes.
- 5.3.10 The Teacher Council takes place at least twice a school year.

## **6. Parent Rights and Responsibilities**

The laws of the Republic of Estonia, the related legal acts, these statutes, the school rules, and any other relevant school document regulate the behaviour of the parents and family members at School.

### **6.1 The parent is entitled to:**

- 6.1.1 to receive information about the study results and development of the Pupil from the teachers of TES, as well as get acquainted with the curriculum and other regulations of TES;
- 6.1.2 give recommendations about the better arrangement of the learning process;
- 6.1.3 participate in the general meeting of the parents and run for TES School Board;
- 6.1.4 apply for a tuition fee reduction according to TES procedure;
- 6.1.5 apply for home schooling for your child in accordance with the procedure established by the regulation of the Minister of Education and Science;
- 6.1.6 to decide on the implementation of the support measures provided by the school for your child in the cases stipulated in the legislation;
- 6.1.7 to contact the school's management, the council, the administrator and the Ministry of Education and Research for the resolution of disputes concerning educational and educational activities.

### **6.2 The parent undertakes to:**

- 6.2.1 follow legal acts, the school contract, these statutes, the school rules, and any other relevant school documents and regulations;
- 6.2.2 pay the tuition fee and other payments related to the school according to the contract and its appendices;
- 6.2.3 to enable and encourage the student's participation in studies, including creating favorable conditions for the pupil to study at home and prerequisites for participation in studies, and to ensure that the pupil has the learning tools necessary for learning activities;
- 6.2.4 to submit your contact details to the school and inform the school of their change;
- 6.2.5 to inform the school about the child's health and learning support needs;
- 6.2.6 to turn to an extracurricular counselling team at the suggestion of the school;
- 6.2.7 upon leaving the school, before receiving the documents, to eliminate all obligations related to the school.

### **6.3 The Parent Council**

The role of the Parent Council is to represent the parent community and to submit proposals and opinions on school life.

The Parent Council:

- 6.3.1 promotes and protects the interests of the pupils, through class parent representation;
- 6.3.2 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;
- 6.3.3 communicates issues and feedback between the parent community and School, bidirectionally;
  - 6.3.4 has the authority to make decisions on behalf of the parent community, according to the interests of the parent community;
  - 6.3.5 cooperates with the School Management and teachers on learning and educational activities;
  - 6.3.6 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.
  - 6.3.7 The Parent Council does not have the responsibility of communicating or managing official school matters.
  - 6.3.8 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.
  - 6.3.9 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.
  - 6.3.10 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.
  - 6.3.11 The Organization and Policies of the Parent Council are described in the Statutes of the Parent Council.

## 7. Admission, Exclusion, and Graduation Procedure

The admission and the exclusion of a pupil is regulated with the Terms and Conditions of Admission and Exclusion Procedure of the School.

- 7.1 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.tes.edu.ee](http://www.tes.edu.ee)).
- 7.2 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.
- 7.3 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

- 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 fees and reductions are regulated by the procedure described in the Admission and Exclusion Policy. 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.

- 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](http://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. Extracurriculars

Extracurricular activities are divided into extracurricular activities organized by the school and intended for students (hereinafter extracurricular activities) and services provided by the school.

- 9.1 For the purposes of this statute, a long day outside the curriculum organized by the school, hobby activities or other activities are considered extracurricular activities.
- 9.2 The school can organize an extracurricular activity, participation in which and co-financing is done with the consent of the student or his parent.
- 9.3 The extracurricular activity is reflected in the school's daily schedule and its organization is based on the school's rules of procedure.
- 9.4 Provided that it does not conflict with the main activities of the school and the requirements stipulated in legislation, the school may provide the following services:
  - 9.5 preparation and distribution of educational materials;
  - 9.6 renting and renting property used by the school;
  - 9.7 organization of events and trainings related to educational and educational activities.
- 9.8 The school charges for the provision of services based on the service price list. The conditions and procedure for the provision of services and the price list of services are established by the director, who first submits a draft with calculations to the school council for opinion and then to the school administrator for approval.

## 10. Financial and Business Protocols

- 10.1 The property used by the school consists of land, buildings, facilities, equipment, inventory, other property and budget funds that the school manager has given to the school for its intended use and possession.
- 10.2 The school uses and owns the property in its use and possession in accordance with the State Budget Act, the State Property Act and other legislation.
- 10.3 The school has its own budget, which is approved by the head of the school.

- 10.4 The school's activities are financed from the school's budget, which is formed from the state budget, receipts for targeted subsidies, donations and income from the services provided by this school.

## **11. Amending the School Statutes**

- 11.1 Amendments to the school's statutes are proposed by the School Director.  
11.2 Amendments are submitted to the school board for their opinion so that stakeholders may review the relevant sections.  
11.3 Amendments to the school statutes are submitted to the school keeper for approval.

## **12. Ending School Activity**

- 12.1 The School Keeper must initiate the termination of the School activities if:  
12.2 the School does not have an education license for six (6) months;  
12.3 the School Keeper is placed in liquidation;  
12.4 the School Keeper or the School Board make the decision that the further activities of the School have become impractical;  
12.5 the Board of Governors, in compliance with the Regulations on Accredited European Schools (2013-01-D64-en-4), decides to withdraw or not to renew the Accreditation Agreement;  
12.6 in other cases, in accordance with the conditions and procedure laid down by the Estonian law.