



**British International School of
Cracow**

HANDBOOK FOR
PARENTS

BISC CODE OF CONDUCT FOR PARENTS

We are an international school, with families from many different nationalities and backgrounds, and parents are required to teach their children respect for everyone in our school community, regardless of their religion, culture, age or status.

Parents are required to show respect for all the adults who work in our school and should not criticize teachers or any other staff member in front of their children, at home or in school.

Parents must ensure that their children arrive at school on time. If a child cannot come to school on a particular day, it is the responsibility of parents to call the School Office before 8.30.

Parents must keep their children at home if they are sick.

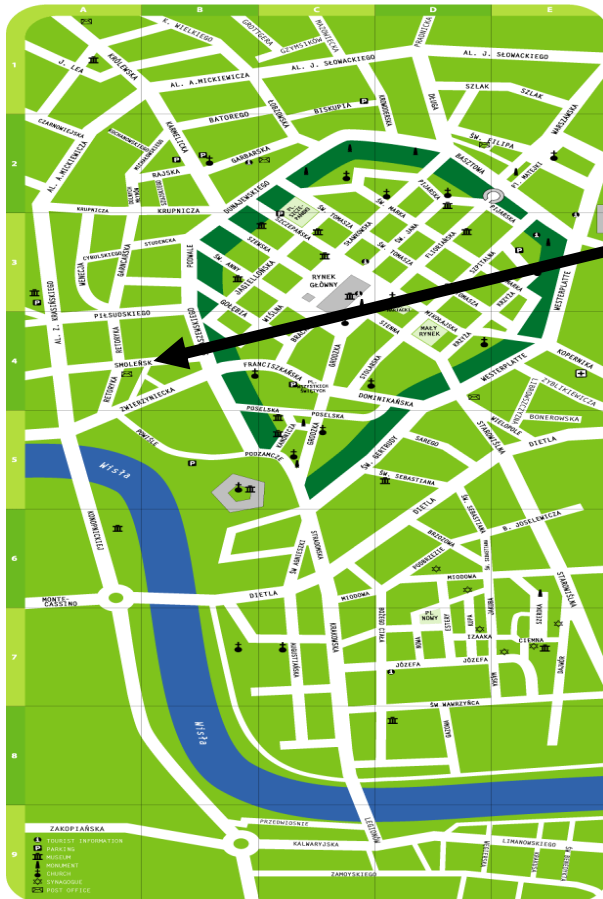
Parents must observe the School Holidays and not take their children out of school during term time.

Parents should read the “Parent Handbook” in September each year to remind themselves of the essential rules of our school

LOCATION and CONTACT DETAILS

| | | | |
|---|--|--------|-----------------------|
| Address: | ul. Smolensk 25, 31-108, Krakow, Poland | | |
| Head of School: | Mr Jonathan Merrett | | |
| Polish Programme: | Ms Cerek, Mrs Schabowska | | |
| Head of School Administration: | Mr Paweł Zalewski | | |
| School Administration Secretary: | Mrs Margaret Maciak | | |
| School Secretary: | Ms Ula Bienko | | |
| Contacts: | School secretary | Tel: | 012 292 64 78 |
| | | Email: | school@bisc.krakow.pl |
| | Finance | Tel: | 012 292 64 80 |
| | | Fax: | 012 292 64 81 |
| | | Email: | office@bisc.krakow.pl |
| Website: | www.bisc.krakow.pl | | |

How to find us:



BISC is located in the heart of the City

BISC is located in the centre of Kraków, approximately 5 minutes walk from the main market square.

INTRODUCTION

Mission Statement

'Our mission is to educate your children to the highest possible standards, in a caring and multi-cultural environment.'

Our Objectives

- Our school will maintain an open enrolment policy and meet the needs of all its pupils.
- We will achieve this through utilising the English National Curriculum and the International Baccalaureate Diploma Programme in an English language environment.
- High achieving students will continue to gain entry to their first choice university and students with ESL or SEN requirements will achieve to their full potential – we will achieve this through maintaining appropriately sized classes and through skilled and professional teaching and support.
- We will continue to foster mother tongue support and it will be integral to the provision of the school.
- We are proud of the family atmosphere of our school and will maintain this, whatever the size of the school.

Our aim

BISC is an independent school which was founded in order to provide a top quality education for the growing international community in Cracow, as well as Polish children who wish to be educated in English.

Although the principle aim of BISC is to provide pupils with a broad and intellectually demanding educational environment, there are many other areas which are equally emphasised.

As an international institution which educates children from many different ethnic, national and religious backgrounds, it is our mission to instill a sense of racial and cultural harmony in all classes.

From the youngest ages, children are taught about the most essential components of human nature: independence without selfishness, inner strength with compassion, and a tolerant, open-minded attitude towards others at all times.

Accreditation

On 1st July 2001, BISC became a member of ECIS (The European Council of International Schools) and CIS (Council of International Schools). It is also accredited by two English examining boards: Cambridge University and AQA, which entitles students to sit IGCSE and GCSE public examinations on the school premises. BISC does not generally enter candidates for examinations who study in other educational institutions.

BISC's examination procedures are inspected regularly by a representative from the British Council on behalf of the UK examining boards.

In June 1998, BISC received a full inspection over a three-day period by a team of British inspectors from Ofsted (UK government-based inspectorate of schools). Another inspection was carried out in March 2001 as a result of our application for membership to ECIS/CIS.

In 2006, the school received a very thorough inspection as a result of our application for IB membership. This was successful, and BISC is now registered as IB school No: 3056.

The school is also registered with the Polish Ministry of Education and is a long-standing member of the British Polish Chamber of Commerce.

FINANCE

Tuition fees

BISC is an independent school which is solely supported by income from tuition fees. Fees can be paid monthly, bi-monthly, termly, half-yearly, or yearly by prior agreement, and are to be paid by the 10th day of the month invoiced. The fee schedule can be obtained from the School Administration Office, to whom requests for special arrangements can also be made.

The enrolment fee is required to secure a place at the school, and is to be paid before a pupil starts school. The enrolment fee is paid only once.

We strongly request that in the event of a concern regarding tuition fees, the parents contact the School Administration Office immediately in order to discuss a mutually agreeable solution. BISC reserves the right to withhold school documents (including public examination certificates) if tuition fees are in arrears without any prior notification.

The costs incurred by a pupil entering for IGCSE/GCSE examinations or the IB Diploma are **not** included in school fees. For the academic year 2006/7 the following fees apply (these are approximate costs, for your information):

IGCSE – 31.00GBP per syllabus GCSE – 22.00GBP per syllabus
AS/A2 – 72.00GBP
IB Diploma – 2400PLN for the two year course

Termination of contact

BISC requires a three month term of notice in writing if a pupil is to leave the school. This contractual regulation is strictly enforced. The term of notice is calculated from the date of the letter of termination of the contract. Therefore, if the written cancellation is received by the school in March, fees are payable for the months of April, May and June.

Financial reporting

BISC operates a system of open financial reporting. Long-term financial planning is regularly monitored by the Advisory Board's Finance committee, which consists of the Head of School and Advisory Board parent representatives.

Monthly accountancy statements, showing income and expenditure, and the annual balance sheet are presented to the Advisory Board.

EDUCATION

General overview

The educational programme throughout the school is based on the English National Curriculum and culminates in the International Baccalaureate Organisation Diploma. All subjects are taught in English, with the exception of foreign languages.

As class sizes are small, the school prides itself in being able to focus on each individual pupil's educational, social, and personal needs. There are seven 50 minute lessons scheduled per day with some timetable flexibility in the Primary School.

All classes have their own form rooms, where they have the majority of lessons. EAL (English as an Additional Language), ICT (Information and Communication Technology), some Science lessons, Art, and Music lessons are held in specialist teaching rooms. Drama is held in the Interactive Whiteboard Room on the fourth floor of the school.

The paved, enclosed courtyard at the back of the building is used by Nursery and Reception classes during the day. Gym, swimming pool, garden (for pupils from Nursery to Year 2) and playground are located close to the school premises.

The school year

The school year begins in the first week of September, and concludes at the end of June. There are three terms: Autumn, Spring and Summer, with one-week half-term breaks in October and February. Polish national holidays are observed throughout the year.

A school calendar for the current academic year can be viewed on the school's website - <http://www.bisc.krakow.pl/home/the-school-calendar>

New enrolments

When a new pupil is enrolled to the school, copies of previous school records are requested. These are copied and stored in the pupil's individual school file. Teaching staff have full access to this information.

Class Placement

Pupils are assigned to classes based on their age, calculated from 1st September to 31st August in a given year. Although exceptions to this policy can be made for gifted children or those with learning difficulties, in practice such exceptions are rare. The structure of the classes, following British practice, is as follows:

| Key Stage | Class | Age range | Date of birth (2010 School Year) |
|------------------|-----------|-----------|----------------------------------|
| | IB2 | 17 – 18 | 01/09/1992 – 31/08/1993 |
| | IB1 | 16 – 17 | 01/09/1993 – 31/08/1994 |
| KS 4 | Year 11 | 15 – 16 | 01/09/1994 – 31/08/1995 |
| | Year 10 | 14 – 15 | 01/09/1995 – 31/08/1996 |
| KS 3 | Year 9 | 13 – 14 | 01/09/1996 – 31/08/1997 |
| | Year 8 | 12 – 13 | 01/09/1997 – 31/08/1998 |
| | Year 7 | 11 – 12 | 01/09/1998 – 31/08/1999 |
| KS 2 | Year 6 | 10 – 11 | 01/09/1999 – 31/08/2000 |
| | Year 5 | 9 – 10 | 01/09/2000 – 31/08/2001 |
| | Year 4 | 8 – 9 | 01/09/2001 – 31/08/2002 |
| | Year 3 | 7 – 8 | 01/09/2002 – 31/08/2003 |
| KS 1 | Year 2 | 6 – 7 | 01/09/2003 – 31/08/2004 |
| | Year 1 | 5 – 6 | 01/09/2004 – 31/08/2005 |
| Foundation Stage | Reception | 4 – 5 | 01/09/2005 – 31/08/2006 |
| | Nursery | 3 - 4 | 01/09/2006 – 31/08/2007 |

Primary School

Primary classes (Nursery to Year 6) are taught by fully qualified staff who teach all subjects to their classes with the exception of ICT, Art, Music, Sports and foreign languages.

The Nursery class, located in the Nursery suite on the ground floor, is split into two groups, each with its own teacher and assistant. The Reception class, located in two rooms on the first floor, is also taught by a teacher and full-time assistant.

In order for parents to gain a fuller understanding of the curriculum that their children will be taught, the school publishes half term plans for each class. These are available for parents to view through the school website – <http://www.bisc.krakow.pl/the-curriculum/curriculum-planning>

Secondary School

BISC is a registered examination centre which entitles pupils from the Secondary School to take British-based GCSE and IGCSE examinations on the school's premises at the end of Year 11. Students in Years 12 and 13 study over two years for the IB (International Baccalaureate) Diploma.

All secondary classes have their own form teacher for registration (twice a day) and pastoral care. All lessons are taught by subject specialists.

In order for parents to gain a fuller understanding of the curriculum that their children will be taught, the school publishes half term plans for each class and subject. These are available for parents to view through the school website – <http://www.bisc.krakow.pl/the-curriculum/curriculum-planning>

Pupils in Year 10 begin a two-year course of study leading to IGCSE/GCSE exams. These exams are an ideal preparation for the IBO Diploma, which is accepted throughout the world for university entrance.

The following subjects are available for examinations at GCSE/IGCSE level at BISC: Mathematics, English Language, English Literature, Physics, Biology, Chemistry, French, Polish, History, Geography, ICT and Art. Other language exams can be taken but only if parents are prepared to cover the costs of lessons incurred. These extra lessons can be held on the school premises but will not usually be scheduled during the school day.

IGCSE and GCSE exams take place in May/June and November/January each year.

International Baccalaureate Diploma

Dr Stan Kwieciński is the IB Diploma Coordinator

The school currently offers courses in English, Polish, French, History, Geography, Psychology, Business Studies and Administration, Biology, Physics, Chemistry, Maths, Maths Studies, Theatre and Art.

IB examinations take place in May/June each year.

The school day

All lessons take place between 8.30 and 15.30, from Monday to Friday. Nursery and Reception finish the school day at 15:20, Primary at 15:25 and Secondary at 15:30.

For Secondary, each of the seven lessons lasts 50 minutes. There is a 5 minute registration period at 8.30am, a midmorning 15 minute break and a 1 period lunch break.

The times of lessons in the Primary section vary during the day to accommodate specialist lessons, the needs of the Primary curriculum and the learning patterns of young children. They also have an additional 'snacktime' lasting 20 minutes each morning.

Class day plans for Nursery, Primary, and Secondary can be viewed by referring to individual class timetables. At the start of each year, or when you enrol your child into the school, you will be provided with a copy of your child's weekly timetable.

Native speaker language lessons

BISC is committed to helping students retain proficiency in their mother tongue. Where there is a large group of students from the same country these lessons take place in school time; individual or small classes take place at the end of the school day or during lunchtimes.

EAL (English as an Additional Language)

English as an Additional Language support is provided for learners who are new to English.

EAL support is timetabled in primary classes, often during the English and other language lessons. In the primary section, the objective of the EAL programme is to bring a pupil's level of English to a standard whereby the child will be able to integrate into the mainstream Literacy classes as quickly as possible. When this has been achieved, the pupil only remains in EAL during foreign language lessons (twice a week.)

In the secondary section, complete beginners in English can take all six EAL lessons each week. If a pupil's English language level is already intermediate standard, they may choose to start learning a foreign language (French or Polish) and will only attend three EAL lessons per week.

Additional Learning Needs

The school has a designated coordinator for children with Additional Learning Needs – Ms Monika Żabówka. It is her responsibility to assist staff and students when any learning needs are recognised or parents bring this to our attention; she assists through providing assessment and advice.

The school also has contact with an English speaking educational psychologist. If a teacher considers that a particular pupil could benefit from a consultation, and the ALN coordinator agrees, the Head of School will contact the parents to discuss the involvement of the psychologist.

Arrival and departure from school

Parents of primary children may take them to their classrooms in the morning

In the afternoon, Nursery, Reception and Primary class teachers take the children to the foyer on the ground floor for collection by parents. Early Years children are there at 3.20 and Primary at 3.25. We would request that parents wait for their children in the foyer and do not attempt to collect them from classrooms. Secondary students leave at 15:30.

If a child is not collected from the foyer by 15:35 the class/form teacher will take him/her to the main office, where they will remain until their parent has arrived. However, this can be inconvenient for the school secretary, who is very busy at the end of the school day, so we strongly request that parents are punctual at all times.

As part of BISC's safety policy, we would request that primary parents ensure that their child's class teacher has been introduced to the person (relative, babysitter or driver) who regularly collects their child each day. We would request that all persons with permission to collect your child are mentioned in the 'Supplement to the Contract' which you have signed.

Attendance

Each form/class teacher is responsible for registering their class in the mornings as well as taking overall pastoral care of their students. Teachers monitor the integration of new children into the school and ensure they receive all possible help and support from their classmates. Form periods and PSHE lessons are the forum for ongoing pastoral care and development. Secondary form teachers also act as the first point of contact for subject teachers who have concerns over students – social or educational.

Please inform the school before 8.30 if your child will not attend school on a given day. For absences longer than 3 days we require a written note, signed by parents. These notes are to be given to your child's class/form teacher.

We strongly request that parents ensure that their child arrives at school in time for morning registration. Continual lateness is disrespectful to teachers and other members of the class and also disrupts the first lesson of the day.

The school also requests that parents do not extend family holidays beyond the published school calendar dates unless absolutely necessary. Doing so can have an adverse effect on a child's education and sets a bad example to peers. We would also like to point out that there will be no refund of tuition fees, for any reason, in the event that your child misses school.

Homework

Homework is seen as reinforcement of material learnt in the classroom and is therefore of paramount importance.

Primary teachers design their own homework timetables which include homework set by specialist subjects (if required). From Year 3 homework is set on a regular basis. Secondary classes follow a Homework Timetable.

Assessment

Routine tests are set whenever the individual teacher sees fit. End-of-year exams are set for all secondary classes. End of topic tests and tables and spelling tests are set weekly for primary classes and there is a whole variety of assessment that takes place on a daily basis in the classroom, through observation and conversation.

Mock IGCSE, GCSE and IB exams, using past papers from the previous year, are held during the Spring Term and the actual exams take place in May/June. A special examination timetable is implemented at these times.

Reports

School reports are issued twice a year; they are sent to parents in December and in June.

Reports contain an effort grade, an attainment grade (based on actual results collated by subject teachers from classwork, homework and tests) and a written comment. Reports also record the number of days that a pupil has attended school and arrived late in school.

Sports and breaktimes

Gym is timetabled for all classes (Nursery – Y13) and swimming from Y1 to Y9. Both of these activities are compulsory. Any child who does not take part is expected to provide a signed note from their parent or guardian, explaining why they are not participating and must accompany his/her class to the activity and sit in the viewing gallery with the teachers on duty. Under no circumstances can a child remain in school during these scheduled lessons.

The Primary lunch break commences at 12:45 and lasts for one hour. Pupils eat their lunch in school and visit a local garden (Early Years) or a local playground (Y3 to Y6). Secondary students are allowed, if their parents give permission, to leave the school premises – they may eat their lunch on or off the school site.

Mr 'Lollipop' – Pan Tadek

Mr Lollipop's responsibility is to stop the traffic to enable children to cross a road safely. He is a full-time employee of the school and is present outside the school each morning and afternoon. He also accompanies teachers and pupils to the gym, swimming and garden.

School trips

As an extension to the education of your child, each class is taken on several field trips per year. There is a wealth of local resources in and around Kraków, especially in History, Geography, Art, Music and Polish customs & traditions.

All field trips are planned in advance and letters informing parents of the details, including cost (if applicable), are sent out well before the date of the trip.

The school ensures a suitable supervision (staff/student) ratio on all school trips. This is related to the age of the students, the size of the group, the means of transport and the location and circumstances of the visit site.

At least one teacher must accompany every trip but other supervisors can be assistants or parents. Parents are welcome to accompany school trips. In order for staff to prepare school trips safely BISC teachers are required to make a provisional inspection of the intended destination, in order to identify any hazards present. There is a detailed school form that has to be completed by staff before the trip can take place.

Parents are requested to cover the cost of their child's attendance on a scheduled school trip. Costs usually vary between 10PLN and 30PLN.

BISC organises two non-compulsory week-long camps per year. 'Ski Camp', which is held in January, focuses on skiing and is for children from Year 3 to IB, and 'Green Camp,' held in May, which focuses on outdoor activities, which is for students from Year 2 to Year 8.

Parents are expected to cover the cost of their child's attendance on camps. The 'Green Camp' is approximately 500PLN, and the 'Ski Camp' approximately 1000PLN (excluding ski hire if required).

Extra-curricular activities

BISC has a wide variety of regular extra-curricular activities available to pupils. Copies of the extra-curricular activities available for the academic year are posted around the school.

The school has a number of performances each year including a Christmas concert and an annual musical performance (in June). Drama productions also occur at different times, in accordance with the needs of the curriculum.

Behaviour policy

A separate behaviour policy has been developed and can be viewed on the website –

<http://www.bisc.krakow.pl/the-school/school-policies>

BISC follows a zero tolerance policy relating to graffiti, vandalism, racial or religious intolerance, or any serious antisocial behaviour. If any of these occur during the school day, parents will be called immediately in order to discuss the event in question with the Head of School.

HEALTH AND SAFETY

School security and access to the premises

Due to the 'Strefa' system, which was introduced into Kraków in order to restrict the number of cars driven into the centre of the town, it is not possible to park on ul. Smoleńsk without a parking permit. Permits can be bought at most kiosks or from the parking attendants. Alternatively, permits can be obtained from the school secretary in the main office. In spite of the parking restrictions, cars are allowed to drive freely along the street.

The outside door of the building is always locked (except the beginning and end of each day), and can only be opened by the intercom system operated by the porter or the main office. The porter (on duty from 8:00 to 16:00) is responsible for challenging anyone unknown to him who attempts to enter the school. There is a wall-mounted security camera located on the first landing, which can be monitored from the main office, and one of our ancillary staff is positioned on each floor as an extra safety measure.

Security of the pupils in our charge is of paramount importance. Primary pupils are not allowed to leave the building at any time, unless accompanied by their teacher, or collected by their parents /representatives. Secondary pupils can leave the building during the 15 minute morning break, and at lunchtimes, but only if they have been given written permission by their parents.

All secondary pupils who leave the school premises during the 15 minute break or lunchtime must sign out/in on a form located in the porter's booth.

Jewellery

As a Health and Safety issue, pupils are not permitted to wear ear, nose, lip or eyebrow rings in school at anytime. Any pupil who has pierced ears, or any other piercing, must wear studs.

School Doctor

Dr Krzysztof Strózik, the school's doctor, holds a surgery in school once a week throughout the year. His responsibilities include: regular routine checks on all pupils (required by Polish law) and being available for staff and parents if they require medical assistance. His hours are

Tuesday afternoons (13:00 – 15:00 pm) and he is to be found in the Resources Room, located next to the main office. Krzysztof is a fluent speaker of English.

Medication

No medication of any kind will be given to a pupil at BISC without written authorisation from parents.

Medication which must be taken by a child during the school day can be given to the class/form teacher on the condition that the parent has provided written permission. All medication must be clearly labelled and in its original container.

Medical Emergencies

BISC is registered with a private emergency service. In the event any student has an injury or accident beyond the competence of our qualified first aid staff, an ambulance would be called. Parents are notified immediately in these circumstances. In the event of a lesser emergency (for example, falling over in the playground) the matter is dealt with in school and parents informed by phone or through the class teacher. Any student who becomes ill during the school day will be sent to the school office and the parents will be contacted.

All accidents involving BISC pupils or staff during school activities, both in and off the premises, are recorded in the school's accident book.

Insurance

All our pupils and teachers are insured 24 hours a day, in or out of school, for the duration of the school year, by Hestia Insurance. This covers both children and staff on the school premises and on school trips. This policy provides financial compensation for permanent injuries which have resulted in loss of health. Although Hestia provides blanket cover, we always take out extra insurance for anyone who participates in trips which involve an overnight stay.

Prolonged illnesses involving hospital stays are covered by the family ZUS book which should be provided by the parent or parent's employer.

Personal belongings

We would encourage students not to bring expensive personal items to school – this includes games, personal stereos and phones. The school will take all reasonable precautions to ensure the safety of all personal possessions and students are encouraged to respect their own belongings, the belongings of others and school property. However, personal items remain the responsibility of the individual owner. The school does not accept responsibility for the loss of, or damage to, property belonging to students, parents or staff while it is on school premises or on school related activities.

Fire safety

BISC has a fire safety certificate issued by the Polish fire department. It is a legal requirement and we are inspected regularly to ensure that our facilities are in full working order.

All staff undertake a fire training session arranged during the first few weeks of the school year. Staff who remain at the school in the following academic year need only take the 'refresher' course. As well as providing invaluable information regarding how to deal with fires, these courses have a special emphasis on evacuation procedures.

In August 2005, the school building was given a rigorous inspection by four Health and Safety officers from two multinational companies in co-operation with BISC Advisory Board's Health and Safety committee. Their short-term recommendations for improvements were implemented immediately by the school's management.

Fire evacuation notices are posted throughout the school and a fire drill is held regularly. We would strongly request that parents study our evacuation procedures (displayed in each room) in the event that they are on the premises during a fire drill.

Illness of a child during the day

If a child falls ill during the school day, he/she will be taken to the main office and parents contacted and requested to collect them.

Please ensure that you have provided the School's secretary with all of your contact phone numbers.

Smoking

BISC is a no smoking zone. This applies to staff and parents as well as pupils.

HOME SCHOOL COMMUNICATION

Advisory Board

BISC Advisory Board meets once a month. Currently there are parent representatives, teacher representatives, the Head of School and representatives of the owners. Within the Board there are five working committees which monitor: Finance, Curriculum, Health and Safety, Social Development, and Marketing.

The role of the Advisory Board is to support BISC in order to provide the best possible education for its pupils, and focuses on:

- 1) Plans, means and optional solutions to develop BISC to its fullest educational potential;
- 2) Achievement of educational objectives;
- 3) Ensuring that pupils are provided with optimum work and learning conditions, in a safe environment;
- 4) Monitoring of financial status, staff recruitment and compliance issues.

In the event that a parent or teacher representative resigns from the Advisory Board, remaining members will organise a secret ballot to elect a replacement. All BISC parents are eligible for nomination.

Parent Teacher Association

The PTA is a crucial element in the life of the school and all parents are welcome to attend meetings.

The role of the PTA is to support the school in the following areas:

- 1) Improving the environment for teachers and pupils;
- 2) Organising social events (e.g. International day, and the 'after show' parties, karaoke evenings for teachers and staff);
- 3) Organising parent/teacher social events;

There is no cost involved in joining the PTA, and your contribution will be greatly appreciated.

School/parent communication

Every Friday afternoon a newsletter is emailed to all parents. Copies are posted on the notice board next to the main office and in the entrance hall to the school.

Formal parent-teacher meetings are held three times a year. These take different forms – from a meeting at the beginning of the school year to find out about the new class, to meetings following the issuing of reports. However, parents are welcome to make appointments to meet class/subject teachers throughout the school year, if particular issues arise, and this can be arranged through the School Office.

All pupils in the school have a Home/School Book (Primary) or Homework Diary (Secondary). Pupils should make a note of all homework set (class teachers do this for younger pupils) and the book should be in school with students at all times. These books are distributed to pupils on the first day of the school year by class/form teachers. If any pupil loses their book, they can receive a replacement from the school secretary at a cost of 5zł.

OTHER USEFUL INFORMATION

Lunch facilities

Primary pupils eat their lunches in the lunch room on the first floor. Nursery pupils eat lunch in the small designated area in the Nursery suite. The kitchen adjacent to the lunch room (out of bounds to pupils at all times) contains two microwave ovens for those parents who require their children to eat a hot lunch. A member of the school's ancillary staff is responsible for heating lunches. Alternatively, pupils can bring in a packed lunch or make use of the outside catering service.

The outside catering service receives orders for hot food on a week to week basis. There is a member of the administrative staff responsible for taking lunch orders and collecting money.

Assemblies

Primary, secondary and whole school assemblies are held frequently during the school year, in the IWB room, located on the fourth floor of the school. Parents receive invitations to special assemblies from their class/form teachers or via the Friday Newsletter.

School Photographs and ID cards

During September, a photographer will be in school taking photos of each pupil, and class groups with their form teachers. Parents may purchase these at cost price.

A school ID card is available for all our pupils and contains a photo, name, date of birth and address and can be used to prove identity. The ID card lasts for 6 years. By Polish law, everybody, including children, should carry some form of ID at all times. However, these ID cards are **not** acceptable for half-price travel on trams, buses or trains, due to a Polish law which states that only children who are educated in the Polish system are eligible to receive 'Legitymacja' (government issued school ID cards). If you require a card you will need to provide a passport sized photo in order for us to prepare the ID card.

Library

The Library is located on the third floor of the school building. All pupils in the primary school are designated library time each week. The school employs a full-time librarian. All pupils at the school are encouraged to sign out books and there are many books for adults also.

Book clubs

'The Red House' provides the school with catalogues each term from which pupils, staff and parents can select books. Orders and payments are then posted to the UK and the books are delivered two to three weeks later. 'The Red House' donates books for our school library to the value of 20% of the total cost of our order.

Instrumental lessons

The school does not provide tuition on musical instruments. However, if a parent has a specific request for an instrumental teacher, the school will contact a specialist on your behalf.

Lost property

All lost property is retained in school for a six-month period. If it is not collected during this time, the item/s will be disposed of or donated to the children's home which the school supports. All enquiries relating to lost property should be addressed to the School Office.

Comments or concerns

If you have any concerns, please do not keep them to yourself! If your problem is of a practical nature, then the school's secretary will probably be able to help. If it is related to education, then consult your child's class teacher immediately. If your problem is beyond the responsibility of the class teacher, then please contact the Head of School.

If you have any comments about our school, or ideas as to how we might improve our school, please share them with us. We would like to hear from you!