



## **Rules and Regulations**

1. The school is open between 8.50am-12.10pm. The classes run between 9.00am-12.00pm.

Parents/ Carers are required to bring child/ren by 9.00am and leave them with the teacher and later collect them from the teacher between 12.00pm-12.10pm.

2. Timetables:

- Lesson 1: 9.00am - 10.30am
- Break: 10.30am – 10.45am
- Lesson 2: 10.45am – 12.00pm

The break times are subject to change and would only happen as a result of students' needs (especially younger kids).

3. Teachers and parents/carers are obliged to supervise children during the break in order to keep them safe. Teacher's schedule is done quarterly whereas parents/carers sign themselves up for the dates, which are most suitable for them.
4. Every teacher is obliged to run a classroom file and also to contact parents/carers in order to discuss child/ren's educational, emotional or behavioural needs.
5. No staff member is allowed to give any medicine to children. If the teacher believes that student is feeling unwell or is unable to participate in the lesson due to any sickness symptoms, the principal may be asked to contact parents/carers. The parent/carer may be asked to pick the child/ren up from school immediately.
6. The way that classes are organised and children are assigned to each class is decided at the beginning of the school year by the principal and is consulted with the school committee. The current curriculum is based on a curriculum for polish learners living abroad, developed by the Ministry of National Education in Poland, 2010. The curriculum for senior years is based on a Polish General Senior External Examination Syllabus 2019 issued by the Queensland Curriculum and Assessment Authority.

## Student's rights and responsibilities

### 1. Our students:

- Represent Brisbane Polish School in a dignified manner.
- Come to school regularly and on time.
- Are always prepared for school- learn systematically, bring their books and other necessities.
- Participate in events organised by school and other polish organisations related to school.
- Are respectful to one another, show respect to parents and staff members.
- Use polish language at school.

### 2. Our students DON'T:

- Swear, use offensive language, hit or hurt others.
- Smoke, use alcohol or any other illegal substances.
- Use their mobile phones or any other electronic devices during the lessons.
- Litter the school and school grounds.
- Stay in the classroom during the break without teacher's supervision.
- Leave the school grounds at any time.
- Climb trees, walls or fences.

### 3. Our students have a right to:

- Seek teachers' and parents' supervision during the school time.
- Submit suggestions that in his/her opinion would help with the way the school operates.
- Seek teacher's help in case of a conflict with another student.
- Seek principal's help in case of a conflict with the teacher.

### 4. In case of not abiding to the rules mentioned above, following consequences might be applied:

- A student may receive a warning from a teacher.
- A student may receive a warning from the principal.
- A disciplinary meeting with the principal in parents'/carers' presence might be held.
- A student may be banned from coming to school for one Saturday.
- A student may be crossed off the list of students.

## 5. Parents/carers:

- Bring their child/ren to school on time and pick them up on time as well.
  - Make sure their child/ren are acquainted with the School's Rules and Regulations and help them execute it.
  - Always let the principal know in writing (e-mail, text message, note) about any absence or being late.
  - Always pay the school fees on time. Child/ren's absence is not a reason to seek money return,
  - Systematically check on their child/ren progress with the teacher.
  - Help their child/ren with the homework.
  - Encourage their child/ren participation in school events. Parents' help is highly appreciated.
  - Are encouraged to actively participate in school's life: prepare two 'Sunday café' sale a year, clean up the school once a year, help with Valentine's Day party preparation and participate in the playground duties. The list of available Sunday café sale and cleaning dates will be provided by the school committee at the beginning of the school year.
6. Brisbane Polish School cooperates with the Our Lady of Victories Church in Bowen Hills. Due to this agreement, each class will have religious education once a month (9.00am till 9.45am) and parents and carers are invited to take part in the school's mass twice a year (first and last day of school). Religious education IS NOT obligatory and the dates of the religious education in each class will be provided by the school's committee at the beginning of each semester.
7. Any damage made by a student will be fixed at parents' expense
8. Neither the principal nor the school committee are held responsible for any items that are lost on the school grounds. It is parents' responsibility to check upon picking child/ren up whether their child/ren took everything they brought to school (items such as stationery, toys, electronic devices, clothes, jewellery, etc)
9. Child Protection Act procedures as well as complaint forms are at parents/carers disposal in the school's office.