

ANNEX 1
SCHOOL STATUTE

CHAPTER 1

**Name, type of the school, purpose of the school, registered address and tasks, entity
administering the school**
- Article 172(2)(1) and (2) of the Act of 14 December 2016 Education Act

§ 1

1. Name of the school: **AKADEMEIA HIGH SCHOOL.**
2. Type of the school: high school - non-public four-year general high school.
3. School address: ul. św. U. Ledóchowskiej 2, 02 - 972 Warszawa.
4. Entity administering the school: Akademeia High School spółka z o. o. with the registered office in Warsaw, ul. Ledóchowskiej 2, 02 - 972 Warszawa, KRS: 0000638796.
5. Whenever this document refers to:
 - 1) students - it means young people studying at **AKADEMEIA HIGH SCHOOL,**
 - 2) parents - it means also legal guardians or person(s) (entities) who exercise custody rights over the student,
 - 3) teachers - it should be understood as any teaching staff member of the school,
 - 4) school - it should be understood as **AKADEMEIA HIGH SCHOOL** in Warsaw, entered in the register of non-public schools and educational institutions kept by the City of Warsaw under registration number 286 LO;
 - 5) entity administering the school - it should be understood as Akademeia High School spółka z o. o. with the registered office in Warsaw, at ul. Ledóchowskiej 2, 02 - 972 Warszawa, KRS: 0000638796.
 - 6) Act - it should mean the Act of 14 December 2016. Act on Education (consolidated text: Journal of Laws of 2019, item 1148 as amended),
 - 7) the Act on the System of Education - it should be understood as the Act of 7 September 1991 on the system of education (consolidated text: Journal of Laws of 2019, item 1481, as amended).

§ 2

The school is supervised by the Mazovian Superintendent of Schools in Warsaw.

§ 3

1. The School operates on the basis of the Decision of the Minister of National Education of 23 September 2019. (Ref. no.: DPPI-WIT.4038.37.2019.Ach.2), issued on the basis of Article 178 of the Act which defines the following conditions of education at the school:
 - 1) The school may derogate from the condition specified in Article 14, section 3, subsection 1 of the Act, i.e. the obligation to implement curricula taking into account the core curriculum of general education, with the exception of providing Polish language teaching to students who are Polish citizens and the part of history concerning the history of Poland and the part of geography concerning the geography of Poland in accordance with the core curriculum of general education established for public schools,



- 2) The School may derogate from the condition specified in Article 14, section 3, subsection 2 of the Act i.e. the obligation to provide subject classes in a cycle not shorter and not fewer than the total number of obligatory subject classes specified in the framework curriculum of a public school of a given type,
- 3) The School may derogate from the condition defined in Article 14, section 3, subsection 3 of the Act, i.e. the obligation to apply the rules for students classification and graduation specified for public schools and to conduct the secondary school graduation examination referred to in Article 44zzb of the Act on the System of Education, with the exception of ensuring that students who are Polish citizens are evaluated according to the rules of classification and graduation applicable to public schools, so as to enable these students at each stage of education to pursue education in accordance with the curricula established for public schools and to enable the graduates of that school to take the above mentioned final examination, while evaluation, classification and graduation will be conducted on the basis of the school's curriculum preparing for the International General Certificate of Secondary Education (IGCSE) and the British A-Level exam,
- 4) The school may derogate from the condition defined in Article 14, section 3, subsection 4 of the Act i.e. to keep records of the teaching established for public schools, except from providing the students who are Polish nationals with the possibility to obtain certificates, attestations, supplements or state diplomas referred to in Article 14, section 2 of the Act,
- 5) The School may derogate from the condition specified in Article 14, section 3, subsection 6 of the Act, i.e. the obligation to employ teachers of obligatory subjects having qualifications specified for teachers of public schools, except for the employment of teachers teaching Polish and the part of history concerning the history of Poland and the part of geography concerning the geography of Poland in accordance with the curriculum for general education established for public schools, who should have qualifications specified for teachers of public schools,
- 6) The School may derogate from the condition specified in Article 14, section 3, item 7 of the Act, i.e. the requirement to comply with the organization of the school year according to the schedule established for public schools.

§ 4

1. High School is a 4-year school with a 4-year education cycle for graduates of an eight-year primary school providing the graduates with secondary education and allowing them to obtain an A Level diploma after successfully passing the A Level exam.
2. For primary school graduates, the school offers the following programmes:
 - a. in the first and second year - a general comprehensive proprietary curriculum based on the General Certificate of Secondary Education (GCSE) enriched with activities focused on diagnosing student's academic potential;
 - b. in the third and fourth year - the General Certificate of Education Advanced Level (so called A Level) programme.
3. English shall be the language of instruction at the school, except for classes in Polish and foreign languages.



§ 5

1. The school focuses on realising its teaching, educational and tutelage duties and objectives. The aim of teaching and tutelage is to enhance complete and comprehensive intellectual, mental, social, aesthetic and moral development of the student's personality, prepare the student for mature life and fulfilling a specific role in society.
2. The objective of the school is also to prepare students for the British A Level exams.
3. The school in particular:
 - 1) educates and brings young people up, preparing them for further study and living in the contemporary world,
 - 2) directs students' self-study, making it easier for them to achieve the best possible learning results,
 - 3) enables graduates to make informed choices about their further education and prepares them for lifelong learning,
 - 4) provides necessary conditions for the intellectual, emotional and physical development of the student through:
 - a. conscious adherence to various types of school regulations and general rules,
 - b. developing the skills to plan and organise learning, work and leisure activities,
 - c. developing collaboration skills and promoting teamwork and cooperation in the context of the school community, family and society,
 - d. using different sources of knowledge,
 - e. training the ability to formulate and solve problems, to present own views and to respect people with different views,
 - f. developing self-control and self-assessment skills,
 - g. the possibility of obtaining a certificate of maturity (baccalaureate),
 - h. participation and co-creation of cultural life,
 - i. promoting a healthy lifestyle by learning the principles of personal hygiene, caring for one's own health, physical and mental condition,
 - j. developing students' interests, enabling them to pursue tailored curricula and tailored courses.
 - 5) embodies the following universal values:
 - a. the right to life, freedom and peace, conditioned by personal physical and moral security,
 - b. humanism - brotherhood of people, including human subjectivity, personal dignity and respect for the human being, mutual help and kindness,
 - c. patriotism without nationalism,
 - d. sense and implementation of justice,
 - e. freedom of thought, conscience, religion, tolerance of world views, respect for differences (not violating generally accepted social and moral customs),
 - f. respect for individual property and the common good,
 - g. decent level of spiritual and material life, conditioned by honest work,
 - h. the right to education and culture,
 - i. the rights contained in the Convention on the Rights of the Child.
4. The school's objectives are achieved through:
 - a. development and implementation of an original didactic and educational programme correlated with the British A Level and GCSE exams,
 - b. individual diagnosis of the student's academic potential.



5. The school also offers a Personal Development Programme, including individual and group educational projects, participation in internships and conferences. The programme aims to shape positive attitudes of students towards education, work and cooperation, as well as to stimulate, recognise and develop their individual interests and talents.

CHAPTER 2

School bodies and their competences

- Article 172(2)(3) of the Act of 14 December 2016 - Act on Education

§ 6

1. The bodies of the school include:
 - 1) Headmaster,
 - 2) Deputy Headmaster,
 - 3) Financial Director (so-called Bursar),
 - 4) Teachers' Board,
 - 5) Academic Council,
 - 6) The Students' Council,
 - 7) Parent Association
2. Each of the school bodies acts independently and in accordance with their competences, and cooperates with other school bodies for the optimum performance of the school's statutory tasks.

§ 7

1. The Headmaster is appointed and dismissed by the entity running the school.
2. The Headmaster is the head of teachers and non-teaching staff employed by the school.
3. The Headmaster shall be responsible for planning, organising, directing and supervising the operation of the school.
4. The superior authority with regard to the decisions on the removal of students from the list issued by the Headmaster shall be the Mazovian Superintendent of Schools within the meaning of the Code of Administrative Procedure.

§ 8

1. The Headmaster's duties include in particular:
 - a. managing the school's activities and representing it outside,
 - b. performing tasks related to ensuring safety of students and teachers during classes organised by the school,
 - c. creating conditions for cooperation of the school with volunteers, associations and other organisations whose statutory goal is to educate or expand and augment forms of teaching, educational, tutelage and innovative school activities,
 - d. expelling students from school,
 - e. implementation of the resolutions of the Teachers' Board and the Academic Council, adopted within their competences,
 - f. cooperation with universities in organisation of teaching internships,



- g. establishing cooperation with a school nurse, doctor and dentist, providing preventive health care for students, including sharing student's personal details i.e. first name, surname and PESEL number as necessary to enable proper implementation of this care,
- h. enabling students to pursue an individual programme/curriculum or course of study,
- i. organising - in consultation with the entity running the school - one-to-one classes for a student holding an opinion on special education needs,
- j. scheduling additional days off from teaching and educational classes,
- k. implementation of appropriate technical and organisational measures to ensure that the school regulations on personal data processing comply with the regulations on personal data protection,
- l. supervision over compliance with the school's statute,
- m. considering complaints submitted by students or guardians,
- n. chairing the Teachers' Board and the Academic Council,
- o. appointing the Head of 6th Form and Head of 5th Form,
- p. establishing the schedule of teacher duties.

§ 9

The Deputy Headmaster is appointed and dismissed by the entity running the school.

§ 10

1. The Deputy Headmaster's duties include in particular:

- a. providing tutelage to students and creating conditions for harmonious psychological and physical development through activities promoting health,
- b. cooperation with the Teachers' Board, the Academic Council and the Students Council,
- c. chairing the Teachers' Board and the Academic Council - in the absence of the Headmaster,
- d. creating educational departments and appointing their leaders,
- e. developing the school's academic curriculum,
- f. developing a comprehensive educational plan,
- g. approving the curricula proposed by teachers for use at the school,
- h. establishing a weekly timetable determining the organisation of education activities,
- i. organising psychological and pedagogical assistance to students and teachers and supporting parents in solving educational issues related to students,
- j. deciding on the results of school students' classification and graduation, in the absence of relevant resolution passed by the Teachers' Board or the Academic Council,
- k. evaluating teachers' work,
- l. providing assistance to teachers in performance of their tasks and their professional development,
- m. creating clubs, approving the clubs' work plan.

§ 11

- 1. The Financial Director is appointed and dismissed by the entity running the school.
- 2. The Financial Director's duties include in particular:
 - a. preparing and analyzing the school's financial plan,



- b. managing financial affairs of the school,
- c. drawing up periodic financial reports on the school's operation,
- d. managing financial resources determined in the school's financial plan,
- e. allocating funds to the relevant persons and accounting for the allocated budgets.

§ 12

1. Akademeia High School has a Teachers' Board.
2. The Teachers' Board is a collegial body of the school performing statutory tasks related to education, upbringing and tutelage of students in the field of the Polish core curriculum.

§ 13

1. The Teachers' Board is chaired by the Headmaster or, in the absence of the Headmaster, by the Deputy Headmaster.
2. The Teachers' Board is composed of the Headmaster or Deputy Headmaster, coordinator for the Polish core curriculum appointed by the Deputy Headmaster, and teachers teaching the Polish core curriculum subjects at school.

§ 14

1. The Teachers' Board shall hold regular meetings.
2. The meetings may be organised by:
 - 1) the chairman of the Teachers' Board,
 - 2) the pedagogical supervision authority,
 - 3) the entity running the school.
3. The Chairperson prepares and conducts the meetings of the Teachers' Board and is responsible for notifying all its members of the date and agenda of the meeting.
4. The Headmaster or Deputy Headmaster of the school shall report to the Teachers' Board the general conclusions from pedagogical supervision and information about the activities of the school at least once in a given school year.
5. Meetings can be conducted remotely.

§ 15

1. The competences of the Teachers' Board shall include:
 - 1) issuing opinions on the Comprehensive Educational Plan,
 - 2) adopting resolutions on the results of classification and graduation of students pursuing the Polish core curriculum,
 - 3) adopting resolutions in cooperation with the Academic Council on expelling students from the school.
2. The Teachers' Board shall issue opinions regarding:
 - 1) the organisation of school activities, including a weekly timetable and cocurricular activities within the Polish core curriculum,
 - 2) proposals of the Headmaster in matters of assigning permanent duties and classes in the Polish core curriculum to teachers,
 - 3) syllabi for the Polish core curriculum proposed by teachers to the Headmaster, before they are approved for use at school as a set of school curricula.



§ 16

1. Resolutions of the Teachers' Board are adopted by a simple majority of votes in an open vote, in the presence of at least half of its members.
2. Meetings of the Teachers' Board are organized at least once per school year in connection with students' classification and promotion at the end of the school year.
3. Meetings of the Teachers' Board shall be documented with minutes summarising conclusions and decisions taken.
4. Members of the Teachers' Board and any other individuals participating in the Teachers' Board meeting are obliged not to disclose matters discussed during the meetings that may violate the personal interests of students or their guardians, as well as teachers or other school staff.

§ 17

1. Akademeia High School has the Academic Council.
2. The Academic Council consists of the Headmaster or Deputy Headmaster of the school and all teachers who do not belong to the Teachers' Board.
3. The Chairperson of the Academic Council shall be the Headmaster of the school and in case of the Headmaster's absence, the Deputy Headmaster of the school shall chair the meetings.
4. The competences of the Academic Council include in particular:
 - a) issuing opinions on the Comprehensive Educational Plan,
 - b) adopting resolutions on the results of classification and promotion of students - except for the results of classification and promotion of students in relation to the Polish core curriculum,
 - c) collaborating with the Teachers' Board on expelling students from the school.

§ 18

1. The School organises a Students Council, hereinafter referred to as 'Students Council'.
2. The Students Council is made up of all the students of the school and its representative body is the Praesidium of the Students Council.
3. The rules of election and proceedings of the Praesidium of Students' Council are defined in the Regulations of Students Council.
4. The Student Council Regulations may not be contradictory with the provisions of the school statute.

§ 19

1. The Student Council may submit to the Teachers' Board, the Academic Council and the Headmaster conclusions and opinions on all school matters.
2. The competences of the Student Council include, in particular:
 - 1) access to details of the school's curriculum, its content, purpose and requirements,
 - 2) an open and reasoned assessment of progress in learning and conduct,
 - 3) organisation of school life, allowing to maintain the right balance between learning efforts and the possibility of developing and pursuing interests,
 - 4) editing and publishing a school newspaper,
 - 5) organization of cultural, educational, sporting and entertainment activities according to the needs and organisational capabilities in consultation with the Headmaster,



- 6) choosing a teacher to act as a leader of the Student Council (and at the same time a leader of the school volunteer council).
3. The Student Council may undertake volunteering activities.

§ 19a

1. There is a Parent Association operating at the school.
2. The Parent Association is established at the initiative of the parents of Akademeia High School students.
3. The Chairman of the Association is one of the parents of students elected during a meeting by voting.
4. The purpose of the Parent Association's activities is:
 - 1) Active participation of parents in the school life.
 - 2) Cooperation with the School Director and teachers by supporting students in achieving educational goals.

§ 20

1. Disputes between school bodies shall be resolved by negotiation, mutual agreement and respect of the presented positions.
2. If no agreement is reached between the parties to the dispute, disputes between the school bodies, except in cases where the Headmaster is a party to the dispute, shall be resolved by the Headmaster. In the event that one of the parties to a dispute between the bodies is the Headmaster, in the absence of an agreement between the parties, the entity running the school shall resolve the disputed matter.
3. Conflicts between a teacher and a student that are difficult to resolve shall be reported by the parties concerned to the Headmaster and the Deputy Headmaster, who shall take decisions aimed at resolving the causes of the conflict.
4. In order to ensure an ongoing exchange of information between school bodies about actions or decisions taken and planned, meetings shall be held between representatives of the above mentioned bodies.

§ 21

1. Parents and teachers shall cooperate on matters of education and tutelage of students.
2. Forms of cooperation:
 - 1) organising periodic meetings of the school's leadership team and teachers with parents to familiarise them with the school's teaching and educational objectives,
 - 2) providing parents with the possibility of individual contact with student's teachers and Mentors in the manner and on dates specified in the school regulations (Students and Parents Handbook).
3. During the cooperation with the school, parents shall have the right to:
 - 1) contacts with teachers and Mentors in the manner and on dates specified in the school regulations (Students and Parents Handbook),
 - 2) solve problems of the student and his/her family with due regard for secrecy and in respect for privacy,
 - 3) undertake initiatives enhancing school's community life,
 - 4) obtain reliable information about the student, his/her conduct, learning progress and the causes for learning difficulties,



- 5) report opinions concerning the functioning of the school and performance of individual teachers to the Headmaster and Deputy Headmaster.

CHAPTER 3

Organization of the school - Article 172, section 2, point 4 of the Act of 14 December 2016 Act on Education

§ 22

1. School classes start on the first day of September, unless the first day of September falls on Tuesday or Wednesday, in which case the school starts on 30 or 31 August, respectively. Classes end on the last day of June, unless the last day of June falls on Wednesday or Thursday, then classes end on 1 or 2 July, respectively.
2. The start and end dates of classes and academic curriculum, trimester breaks, holidays and winter holidays are published on the school's website (www.akademeia.edu.pl). The Headmaster of the school shall notify students and their legal guardians, teachers and other school staff not later than on 31 August of the dates of commencement and end of trimester breaks, winter holiday, winter break, spring holiday, summer holiday and other days on which the school does not provide teaching services.

§ 23

1. Starting from grade I (Year 10) in the school year 2019/2020:
 - a. the school applies the rules of student classification and graduation applicable to public schools so as to enable these students at each stage of their education to switch to the education system provided in accordance with the curricula established for public schools and to enable school graduates to take the baccalaureate examination referred to in Article 44zzb of the Act on the System of Education, whereby assessment, classification and graduation of students shall be carried out on the basis of the school curriculum; if necessary, the method of converting current and mid-year grades obtained in subjects into the grades corresponding to the scale referred to in the footnotes to Article 44zb of the Act on the System of Education shall be as follows:
 - excellent – „6” corresponding to grade „A*”;
 - very good – „5” corresponding to grade „A”;
 - good – „4” corresponding to grade „B”;
 - satisfactory – „3” corresponding to grade „C”;
 - passing – „2” corresponding to grades „D” and „E”;
 - fail – „1” corresponding to grade „U”;

where fail and passing grades are negative (unclassified). The other grades are positive;



- b. the school issues certificates, attestations, supplements or state diplomas referred to in article 14 section 2 of the Act;
- c. the school employs teachers teaching Polish language and the part of history concerning the history of Poland and the part of geography concerning the geography of Poland in accordance with the core curriculum of general education established for public schools, and who have qualifications required from teachers of public schools.

§ 24

1. The academic program of the school is defined by:
 - a. the school's set of curricula which covers the entire school academic curriculum from the teaching perspective in its educational dimension,
 - b. the school's educational and preventive programme.
2. The basic forms of teaching and educational endeavours of the school include:
 - a. obligatory subject classes,
 - b. classes developing interests and talents, remedial classes and specialist consultations organised for students requiring special developmental support or psychological and pedagogical assistance.
3. The basis for organising academic programme in a given school year include:
 - a. school Comprehensive Educational Plan which defines in particular basic assumptions for teaching, education and tutelage,
 - b. weekly timetable of subject classes and activities.
4. Forms, departments and year groups may be established in the school.

§ 25

1. The Deputy Headmaster shall draw up the school's curriculum which shall include a breakdown by subject group and the number of teaching hours for the subject, taking into account applicable legislation and guidelines from the relevant examination institutions in the UK.
2. Students shall choose subjects in consultation with their tutors, hereafter referred to as Mentors, within the school curriculum as defined by the Deputy Headmaster of the school.
3. The Deputy Headmaster shall determine the minimum and maximum number of subjects taught.
4. The number of students in a subject group shall not exceed 12 students. It is allowed to combine subject groups for lecture-style classes.
5. In justified cases the Deputy Headmaster may establish faculties combining particular subjects.
6. Each subject teacher shall keep appropriate documentation and records of his/her activity.
7. Documentation and records of classes conducted in a foreign language may be kept in that language.

§ 26

1. The school has a system of individual mentoring in place for each student and each student has an assigned Mentor.
2. The work of the Mentors is supervised by the Head of 6th Form for students in grades III (Year 12) and IV (Year 13) or by the Head of 5th Form for students in grades I (Year 10) and II (Year 11).
3. The Head of 6th Form and Head of 5th Form are appointed by the Headmaster.

4. The choice of Mentor is made for one year by the Head of 6th Form or Head of 5th Form respectively for the year the student attends.
5. In justified cases, the Headmaster may allow the Mentor to be changed during the school year.
6. The Mentor shall meet with the group of students in his/her custody according to the schedule set by the Deputy Headmaster and the Head of 5th Form or Head of 6th Form.

§ 27

1. The Headmaster may establish special elective subjects, hereinafter referred to as Electives / Clubs.
2. The Electives / Clubs may include special subjects, such as:
 - a. sports;
 - b. art;
 - c. science;
 - d. clubs developing students' interests and passions.
3. Each Elective / Club is overseen by a teacher, a Head of Elective / Club.
4. The Head of Elective / Club can be supported by other teachers or external experts.
5. The Head of Elective / Club draws up the Elective / Club Syllabus which shall be approved by the Deputy Headmaster and keeps records of the Elective / Club classes.
6. The Deputy Headmaster may launch an Elective / Club upon request of a group of students.

§ 28

1. The Headmaster may allow a student to pursue compulsory schooling outside the school at the request of his or her parents.
2. The student pursuing compulsory schooling in the manner referred to in section 1 shall receive a diploma confirming completion of a particular year on the basis of classification exams administered by the school.

§ 29

1. The school provides students and teachers with psychological and pedagogical assistance.
2. Psychological and pedagogical assistance provided by the school consists of:
 - a. analysis of the student's environment,
 - b. recognising the skills, abilities and individual needs of the student and allowing their adequate fulfilment,
 - c. identifying the causes of learning difficulties and academic difficulties,
 - d. supporting a student with outstanding talents,
 - e. undertaking educational and preventive activities resulting from the educational and preventive programme and supporting teachers in this area,
 - f. conducting health education and health promotion campaigns among students, teachers and parents; including mental health,
 - g. supporting students in choosing the course of further education, profession and career planning and providing information in this respect (career guidance),
 - h. supporting teachers in organising in-school counselling system and activities related to the choice of education and profession,
 - i. supporting teachers and parents in extracurricular activities expanding student's educational opportunities,



- j. providing teachers with assistance in adapting the educational requirements resulting from their syllabi to the individual psychological, physical and educational needs of a student who has been diagnosed with developmental disorders or specific learning difficulties that make it impossible to meet these requirements,
 - k. supporting parents and teachers in resolving educational problems,
 - l. enabling the development of educational skills of parents and teachers,
 - m. undertaking mediation and intervention in crisis situations.
3. Organising teaching, education, and tutelage for students with disabilities at school consists of:
- a. implementation of the recommendations contained in the opinion covering special educational needs,
 - b. providing appropriate learning environment, specialised equipment and teaching resources,
 - c. implementation of the curriculum, educational and preventive programme adjusted to individual educational needs and psychological and physical capabilities, using appropriate forms and methods of teaching and education,
 - d. performing activities recommended by the psychological-educational counselling centre,
 - e. integration with peers and social environment.

§ 30

1. The academic year at the school is organized into trimesters. The start and end dates of each trimester are determined by the Headmaster.
2. Classes at the school may be conducted:
 - a. in the classroom / lesson system, where the basic unit of the timetable is the lesson hour, which lasts 40 minutes. It is possible to combine lesson hours into blocks.
 - b. in larger groups for lecture-style classes;
 - c. as one-to-one teaching;
 - d. in various forms of pursuing obligatory schooling outside the school;
 - e. in the form of extracurricular activities: subject courses, Electives / Clubs, individual compensatory activities, projects, workshops and various forms of psychological and pedagogical assistance;
 - f. in the form of school excursions. In case of scientific or scientific-educational expeditions, the excursion plan specifies the number of lesson hours, content of curriculum and methods of instruction;
 - g. in the form of e-learning;
 - h. in the form of remote teaching, if there is an obligation arising from separate regulations to conduct educational activities using methods and techniques of remote communication.
 - i. in the form of self-study.
3. The breaks between classes can last from 5 to 100 minutes as scheduled by the Headmaster.

§ 31

The scope of academic curriculum and the number of teaching hours included in it is defined in the school's framework curriculum, developed by the Deputy Headmaster.

§ 32

1. In order to ensure proper performance of tutelage duties, and in particular to support the development of students, the school provides a canteen.
2. Meals at the school canteen are additionally payable/chargeable.
3. The entity running the school may exempt parents or an adult student from all or part of the fee for school canteen meals:
 - a. in the case of particularly difficult financial situation of the family;
 - b. in particularly justified emergency cases.
4. The entity running the school may authorise the Bursar to grant the exemptions referred to in section 3.
5. The rules of using the school canteen and prices of meals are specified in the School Canteen Regulations.

§ 33

1. For students attending school outside their usual place of residence, in order to ensure the proper performance of tutelage duties, and in particular to support the development of students, the school may provide a boarding house.
2. The accommodation in the boarding house is payable.
3. The entity running the school may exempt parents or an adult student from all or part of the fee for the boarding house:
 - c. in the case of particularly difficult financial situation of the family;
 - a. in particularly justified emergency cases.
4. The entity running the school may authorise the Bursar to grant the exemptions referred to in section 3.
5. The conditions of using the boarding house, including the amount of accommodation fees, as well as the date and method of payment are specified in the Boarding House Rules.

§ 34

1. In order to ensure the safety of students, there are teacher's duty hours, according to the schedule established by the Headmaster. The method of exercising teacher's duty shall be specified in the school's regulations constituting a separate document.
2. In order to ensure safe conditions for learning, education and tutelage, there shall be visual monitoring covering buildings and school premises. The school buildings are marked with information placards that read "Monitored object".
3. During classes outside the school premises and for the duration of trips, the teachers-organisers may be supported by parents, as necessary. This does not affect the teacher's responsibility for safety of all students. The custody is exercised:
 - a. when students leave the school premises to a destination within the city of Warsaw for obligatory or extra-curricular activities - by at least 2 custodians,
 - b. when leaving Warsaw - by at least 1 custodian per 15 students (not including driver and pilot/guide),
 - c. for qualified tourism trips, during bathing - according to separate regulations.
4. The person teaching a class is responsible for the safety of students during the class.

§ 35

1. The school has the following facilities to exercise its statutory objectives:
 - 1) classrooms and studios, including an art studio,
 - 2) library,
 - 3) laboratories,
 - 4) gym,
 - 5) canteen,
 - 6) auditorium,
 - 7) administrative and utility rooms.
2. To record the ongoing teaching process and provide updated information about the progress and results to students and their parents, the school keeps an electronic diary.

CHAPTER 4

Rules of enrolment to school - Article 172(2)(7) of the Act of 14 December 2016 - Act on Education

§ 36

1. Applications for the admission to school may be submitted by students who have completed primary school or gymnasium [junior high school] in the Polish educational system or who have studied in schools operating in educational systems of other countries.
2. The student is classified to appropriate year or for the appropriate trimester at school on the basis of:
 - a. a certificate confirming completion of a class or a school completion certificate - if he or she has studied in the Polish educational system or
 - b. documents enabling the assessment of the scope of education provided in a school operating in the educational system of another country which the student has attended, in particular on the basis of a certificate of completion of a class or school-completion certificate, a copy of the student's transcript of records or on the basis of a certificate on the course of education.
3. If a student who has studied abroad is unable to submit the documents referred to above, he or she shall be classified to the appropriate year or to the appropriate trimester on the basis of an interview, taking into account the age of the student or the opinion of the student's legal guardians or the adult student expressed orally or in writing.
4. Candidate assessment may be conducted using ICT systems.
5. The assessment procedure may include:
 - a. test of language competency in English;
 - b. entrance test;
 - c. interviews.
6. Detailed rules of candidate assessment are specified in the Assessment and Candidate Recruitment Regulations published on the school's website.
7. All admission decisions for candidates admitted during the school year are made by the Headmaster.



8. At the end of the assessment procedure, legal guardians of the student applying for admission or an adult student are informed about the decision on whether or not the student was admitted to the school together with a justification.

§ 37

(Not applicable)

CHAPTER 5

Rights and obligations of the school staff and students, including cases in which a student may be expelled from the school, as well as the procedure for filing complaints in case of violation of students' rights - Article 172 section 2 point 5 of the Act of 14 December 2016 Act on Education

§ 38

The school hires teachers, administrative and support staff.

§ 39

1. The teacher performs teaching, educational and tutelage duties and is responsible for the quality and results of teaching and the safety of the students entrusted to his or her custody.
2. The teacher's duties include in particular:
 - a. implementation of the school's core curriculum,
 - b. selection of curricula to be incorporated in the set of school curricula,
 - c. selection of schoolbooks or other didactic materials,
 - d. supporting the psychological and physical development of students, their abilities and interests,
 - e. improving teaching skills and developing own professional qualifications,
 - f. assessment of student performance in accordance with the rules of assessment applied at the school,
 - g. systematic record keeping of the teaching processes,
 - h. cooperation with parents,
 - i. systematic inspection of the classrooms and other places where the classes are held in terms of health and safety,
 - j. responsibility for the life, health and safety of students under their custody,
 - k. participation in internal evaluation at the school,
 - l. providing students with pedagogical assistance during the day-to-day work.

§ 40

The duties of the school's pedagogue and psychologist include assistance provided to Mentors, as well as:

- 1) identifying the individual needs of students and analysing the causes of academic difficulties and failures,
- 2) identifying forms and methods of providing assistance to students, including gifted students, in accordance with identified needs,
- 3) providing various forms of psychological and pedagogical assistance to students, as well as cooperation with a psychological and pedagogical counselling centre,



- 4) coordination of educational work in accordance with the adopted educational and preventive programme,
- 5) periodical assessment of the educational conditions at the school and reporting the results of the assessment to the Headmaster and Deputy Headmaster.

§ 41

The duties of administrative and support staff (school office, finance department, marketing department, student admission department) include in particular:

- 1) supporting teachers and school bodies in the ongoing operations and organisation of the school operations,
- 2) keeping records of inbound and outbound correspondence,
- 3) observing school order and discipline,
- 4) observing the regulations and rules of health and safety at work and fire regulations at school,
- 5) conscientious, diligent and timely performance of the entrusted tasks,
- 6) taking care of the good image of the school and protecting its property, including the tools entrusted to them,
- 7) observing the principles of social coexistence at the school, especially in relations with superiors, co-workers, teachers and students,
- 8) notifying the supervisor or the Deputy Headmaster of any incidents that may pose a risk to safety of students, teachers or other employees or damaging school's property.

§ 42

Teachers and the school pedagogue and psychologist are authorised to:

- 1) participate in the development of the set of school curricula;
- 2) create their proprietary or their own curricula and introduce pedagogical innovations approved by the Deputy Headmaster;
- 3) use such methods of teaching and instruction in the implementation of the curriculum as they consider the most appropriate among those recognised by modern pedagogical science and to select textbooks and other teaching aids and resources;
- 4) use teaching aids upgraded with new resources.

§ 43

Employees and associates in administrative and support positions are entitled to:

- 1) work in safe and hygienic conditions,
- 2) objective and fair assessment by the employer/direct supervisor,
- 3) holiday leave and other leaves in accordance with applicable provisions of the labor law and their contract,
- 4) receive remuneration on time and in accordance with the contract,
- 5) respect for their personal dignity,
- 6) propose and suggest to the supervisor any measures aimed at improving work efficiency.



§ 44

A student has the right to:

- 1) receive information on the requirements and teaching methods,
- 2) obtain knowledge of the assessment criteria in subjects and conduct as defined by the school evaluation system,
- 3) use the principles for testing knowledge and skills set out in the subject assessment systems,
- 4) a weekly timetable, which takes into account the rules of mental hygiene,
- 5) respect for their dignity,
- 6) develop interests, abilities and talents,
- 7) freedom of expression of thoughts and beliefs, as long as they do not infringe the personal interests of third parties,
- 8) participate in events organised by the Students' Council,
- 9) benefit from psychological and pedagogical assistance,
- 10) a kind, subjective treatment in the teaching and process of education,
- 11) personal integrity,
- 12) safe conditions at the school,
- 13) use all rooms and facilities in accordance with their intended purpose and in accordance with applicable regulations,
- 14) benefit from the financial assistance provided by the school,
- 15) represent the school in competitions, reviews and contests,
- 16) assistance in case of specific learning difficulties,
- 17) making the choice of subjects and electives / clubs in accordance with the subject curriculum;
- 18) assistance of a teacher (Mentor) indicated from among teachers and pedagogical staff of the school.

§ 45

1. A student is obliged to:

- a. participate in all compulsory school activities;
- b. regular and punctual attendance at school classes, compulsory school celebrations and events;
- c. study systematically and deliver compulsory homework, in accordance with rules defined by teachers of particular subjects;
- d. academic honesty, including honesty during tests, as well as when doing homework intended for independent performance;
- e. represent the school in due manner;
- f. observe the provisions of the school regulations and the rules of work during classes specified by teachers;
- g. take responsibility for their own life, development, health and hygiene;
- h. take responsibility for their learning results and the effects of their conduct;
- i. respect for colleagues, teachers and other school staff;
- j. respect the cultural principles and generally accepted customs and moral standards both inside and outside the school;
- k. observe safety rules, both inside and outside the school, especially during school trips;
- l. respect all assets of the school, as well as their own and third party's property;
- m. respect the beliefs and opinions of other students and teachers;



2. A student is obliged to take care of his or her own health and safety, as well as those of his or her colleagues while at the school premises and in other places of classes (smoking cigarettes or e-cigarettes, drinking alcohol, using drugs or similar substances is forbidden).

§ 46

1. In the case of violation of student's rights – the student or his/her guardian is entitled to lodge a complaint with the Headmaster. Complaints shall be made in writing or orally for the record.
2. After the complaint is lodged, the Headmaster shall notify the head of the Students' Council, who may issue an opinion on the matter.
3. The Headmaster, depending on the relevance of the case, shall consider the complaint on their own or in consultation with a chosen school body.
4. The Headmaster shall issue a decision within 14 days of the date of submission of the complaint. The content of the decision shall be communicated to the applicant. A student or student's guardian has the right to lodge an appeal against the Headmaster's decision with the entity running the school within 14 days of receipt of such a decision. The decision of the entity running the school shall be final and enforceable.

§ 47

1. A student may be expelled from the school, on the following grounds:
 - a. a minimum of 50% of unexcused hours in the trimester
 - b. student's behaviour or conduct that poses threat to others' health or life;
 - c. destruction of the school property;
 - d. failure to obtain a promotion to the upper class;
 - e. smoking cigarettes, drinking alcohol or using drugs (including so-called "dopalacze / designer drugs") within school premises or during school trips;
 - f. arriving at the school in a state indicating alcohol consumption, psychoactive drugs or other forbidden substances consumption or distribution thereof,
 - g. attempted blackmail or threatening the representatives of the school community and public with violent assault;
 - h. use of violence and demonstrating aggressive behaviour inside and outside the school;
 - i. committing or attempting criminal offences within the meaning of the criminal code;
 - j. flagrant disregard for and gross negligence of school duties,
 - k. particularly gross violation of the provisions of this Statute.
2. The student may also be removed from the list of students upon termination of the agreement for education at Akademeia High School concluded between the entity running the school and the student's parents (legal guardians).
3. The decision on removal of a student from the list of students is made by the Headmaster, after the following actions are taken:
 - a. Mentor's talk with a student;
 - b. talks between the pedagogue and the student;
 - c. notification of parents concerning the committed violation of the Statute;
 - d. approval by resolution of the Teachers' Board.
4. If a student is found to be in possession of drugs or similar substance, or the student's behaviour or conduct puts the health or life of other people at risk, as well as in the situations



specified in section 2, the Headmaster has the right to expel the student without taking the actions indicated in section 3 with immediate effect.

5. A student or his/her parents have the right to lodge an appeal against the Headmaster's decision on removal with the Mazovian Superintendent of Schools within 14 days of receiving the decision. The appeal shall be lodged through the Headmaster who issued the decision.

CHAPTER 6

Specific conditions and manner of in-school assessment of students - Article 172(2)(5) of the Act of 14 December 2016 - Act on Education

§ 48

1. The assessment covers: a) student's learning achievements, b) student's conduct.
2. The assessment of student's learning progress consists of the recognition by the teachers of the level and progress of the student's knowledge and skills in relation to the educational requirements stipulated under the core curriculum and curricula implemented at the school.
3. The assessment of student's conduct consists of recognition by the Mentor, teachers and students of a given class of the student's compliance with the principles of social coexistence and ethical standards and the student's obligations set out in the school statute.

§ 49

1. The assessment of student's learning progress and conduct is exercised within the in-school assessment framework.
2. The in-school assessment is aimed at:
 - 1) informing the student of the level of his/her learning achievements and his/her conduct and the progress in this respect,
 - 2) assisting the student in planning his or her own development,
 - 3) motivating the student to further progress and effort in learning and conduct,
 - 4) provide parents and teachers with information on the student's progress, learning difficulties, conduct, and special abilities,
 - 5) enabling teachers to improve their organisation and methods of teaching and pedagogical skills.

§ 50

1. Each teacher at the school shall use the following scheme for assessment:
 - a. from A* to U, where A*- means Excellent, A- Very Good, B - Good, C - Satisfactory, D and E – Pass, U – Fail, or
 - b. pass/fail, or
 - c. percentage, or
 - d. other scale set by the teacher for specific tests.
2. Research work, exams, class tests, written assignments, group work, portfolio, laboratory work, homework may also be assessed.
3. At the end of the first trimester, all school students shall take end-of-trimester exams. For subjects in which students take external exams in a given school year, they shall take end-of-trimester exams after the second trimester, and for subjects in which they do not take external

exams in a given school year, they shall take end-of-trimester exams after the third trimester. The results of end-of-trimester exams are provided as percentage.

§ 51

In-school assessment includes:

- 1) formulation by teachers of educational requirements necessary to obtain individual end-of-the-year grades in obligatory subjects and electives,
- 2) establishing criteria for the assessment of conduct,
- 3) determining the current and trimester grades in obligatory subjects and electives,
- 4) classification exams (end-of-trimester exams),
- 5) determining the annual classification assessment in obligatory subjects and electives and the end-of-the-year assessment of conduct,
- 6) establishing the conditions and the manner of communicating to parents in respect of student's progress and learning difficulties.

§ 52

1. At the beginning of each school year in September, teachers shall inform students and their parents about:
 - a. the educational requirements for obtaining the end-of-the-year grades in compulsory subjects and electives / clubs provided for in the syllabus they teach,
 - b. methods of testing students' learning achievements.
2. At the beginning of each school year in September, the Mentor shall inform students and their parents about:
 - c. the conditions, method and criteria for assessment of conduct,
 - d. the consequences of a negative end-of-the-year grade for student's conduct.

§ 53

1. The grades are openly shared with the student and his or her parents. The checked and evaluated written tests shall be made available to the student for review within a time limit set by the teacher for each test, unless otherwise specified by the Headmaster or Deputy Headmaster. In the event of an excused teacher's absence (illness, excursion, etc.), the deadline for reporting the grades shall be extended by the time the teacher is absent.
2. Teachers shall keep parents informed of the progress and attendance of students, using the methods chosen out of the following:
 - a. Parents and Teachers meeting convened according to a schedule set annually by the Headmaster,
 - b. Information in the ICT system made available by the school to parents/guardians,
 - c. Individual meetings with the Mentor as scheduled by the Mentor.

§ 54

1. Based on the opinion of a psychological-educational counselling centre, including specialist counselling centre, the teacher is obliged to adapt teaching requirements to the individual psychological, physical and educational needs of a student who has been diagnosed with developmental disorders or specific learning difficulties which preventing him/her from meeting these requirements.



2. The teacher is obliged to adjust teaching requirements to individual developmental and educational needs and psychological and physical abilities of the student in cases indicated by the regulations of the minister competent for education on the evaluation, classification and graduation of students.

§ 55

1. The Headmaster, at the request of parents and on the basis of the opinion of a psychological and pedagogical counselling centre, including a specialist counselling centre, may exempt a student with hearing impairment, profound developmental dyslexia, aphasia, multiple disabilities or autism, including Asperger's syndrome, from learning a second foreign language until the end of a given educational stage.
2. An exemption from the obligation to learn a second foreign language may be granted based on the opinion specifying a special education need or a need for one-to-one teaching.
3. The assessment in Physical Education shall take into account the effort made by the student to fulfil the obligations arising from the specific nature of these activities.

§ 56

1. The Headmaster shall exempt a student from Physical Education classes on the basis of an opinion on the student's limited capability to participate in these classes issued by a physician and for the period specified in that opinion.
2. When determining the assessment of the conduct of a student with diagnosed developmental disorders, the impact of the diagnosed disorders on his/her behaviour shall be taken into account on the basis of a certificate of special education needs or individual teaching or the opinion of a psychological-educational counselling centre.

§ 57

1. The end-of-the year classification consists of a summary of a student's educational achievements in subjects as defined in the school curriculum and student's conduct in a given school year, and the establishment of end-of-the year grades in subjects and end-of-the year grade in conduct.
2. The teacher of subjects and the student's Mentor shall report end-of-the year grades by making an entry in the electronic diary.
3. Parents are obliged to follow the entries in the electronic diary.
4. In the case of the Mentor's temporary absence from school, it is the duty of another teacher of the student to inform the parents.

§ 58

1. The end-of-the year classification grades in obligatory subjects are determined by teachers of particular obligatory subjects, and the annual classification grade in conduct shall be determined by the Mentor of the student, after consultation with teachers, students of a given class and the student concerned.
2. The end-of-the year classification grades in electives / clubs shall be determined by teachers of particular electives / clubs. The end-of-the year classification assessment in electives / clubs shall not affect graduation from a given year or school graduation.

§ 59

1. The end-of-the year classification assessment in subjects taught shall be expressed in grades according to the scheme indicated in the regulations of the minister competent for education.
2. The end-of-the year classification assessment of student's conduct shall take into account in particular:
 - 1) the performance of student's duties,
 - 2) acting in accordance with the wellbeing of the school community,
 - 3) caring of honour and traditions of the school,
 - 4) caring of own and others' safety and health,
 - 5) appropriate behaviour and manners in and out of school,
 - 6) showing respect for other people.
3. The end-of-the year classification assessment of student's conduct shall be determined according to the scheme indicated in the regulations of the minister competent for education and tutelage.
4. The end-of-the year classification assessment of conduct shall not affect:
 - 1) classification assessments in subject,
 - 2) student promotion or graduation.
5. Classification grades in subjects shall not affect the conduct classification assessment.

§ 60

1. A student may not be evaluated in one, several or all subjects if there is no basis for determining the end-of-the year classification grade due to student's absences from subject classes constituting over 10% of the teaching hours allocated to those subject classes in the school curriculum.
2. A student who is not evaluated due to an excused absence may take an examination to obtain a grade.
3. At a written request of a student who is not classified due to an unjustified absence or at the written justified request of his guardians, the Headmaster may allow to take the classification examination.
4. The classification examination shall be conducted by the teacher of the given subject.

§ 61

1. The end-of-the year classification grade in subject determined by the teacher or obtained as a result of the classification examination is final, unless a justified objection is filed.
2. The end-of-the year grade determined by the Mentor for a student's conduct is final, unless a justified objection is filed.

§ 62

1. A student receives promotion to the upper class if he or she has received an average end-of-the year positive grade in compulsory subjects specified in the school curriculum.
2. A student who has obtained a final mean grade of at least 4.75 in compulsory subjects and at least a very good grade in conduct shall be awarded a credit with honours.

§ 63

1. A student graduates from the school if he or she received positive grades in obligatory subjects in the respective final classification, which means the end-of-year grades in obligatory subjects obtained in the final year or the end-of-year grades in obligatory subjects, which were completed in the lower years in the school of a given type.
2. A student graduates from the school with honours if in final classification he or she received a mean grade of at least 4.75 and at least a very good grade in conduct.

§ 64

1. The rules governing the issuing of certificates and templates thereof and other school forms, the manner of correcting them and issuing duplicates, as well as the fees applicable are specified in the regulations of the minister competent for education and tutelage.
2. The school keeps and stores documentation of the course of teaching in accordance with separate regulations.

CHAPTER 7

Methods of raising funds for school operation - Article 172.2.6 of the Act of 14 December 2016 Act on Education

§ 65

1. The operation of the school is financed by the entity running the school, mainly from tuition fees paid by the parents on the basis of concluded agreements.
2. The entity running the school shall manage funds for financing the school's operation during the school year.
3. The entity running the school may delegate the power to dispose of the funds allocated to the activities of the school within the scope defined in a resolution to the Headmaster of the school or to the Financial Director.
4. Additional financing of the school may be obtained from the grants awarded by the City of Warsaw, from the European Union budget and other sources.
5. The scholarship programme financed from e.g. bequests and donations obtained is also an acceptable form of financing..

CHAPTER 8

Final provisions

§ 66

1. The Statute applies to all members of the school community, i.e. teachers, school staff, non-teaching staff and students and their guardians.
2. Amendments to the statute shall be made by the entity running the school upon obtaining the opinion of the Teachers' Board.
3. The Headmaster and any collegiate body of the school as well as the pedagogical supervision authority may submit a motion for the statute to be amended.
4. The Teachers' Board shall issue an opinion on the amendment to the statute by a resolution adopted at the Teachers' Board meeting.
5. The Headmaster shall publish the school statute on the school's website.