

Statute of Nicholas Copernicus Polish Supplementary School in Newry

General information

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1. The name of the school is Nicholas Copernicus Polish Supplementary School in Newry,
2. The School is an independent and not-for-profit organisation.
3. The School has its headquarters in the building of Whitegates Community Centre; however, most lectures take place in St Malachy's Nursery School, 11 Martins Ln, Newry, BT35 8PJ.

Current address of the school and corresponding address is:

Whitegates Community Centre.

50 Killeavy Road

Newry BT35 6EP

4. The School consists of a nursery unit and a primary school unit.
5. The School attendance is optional and is considered as the additional, educational activity in accordance with the law of Northern Ireland.
6. The School operates based on the voluntary work of its members, although the School can hire employees to run its business.
7. The School may cooperate with public institutions and other organisations located in Poland, Northern Ireland and the rest of UK.



8. The School shall be administered and managed in accordance with the stated rules & regulations within this document. Regulations listed in this document as well as all the decisions regarding School performance are in accordance with the laws of Northern Ireland and Poland.
9. The School Statute, Policies and Procedures are available to the public.
10. The School shall be open to all children irrespective of their religion, race, ethnicity, social background or the political opinion of their parents/guardians.

Objectives

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1. The best interests of each pupil are The School primary consideration.
2. Polish Supplementary School aim is to cultivate a knowledge of the Polish language and culture, Polish history, geography, traditions and customs as well as to integrate within Northern Irish and Polish society.
3. The Polish Supplementary School tasks:
 - a) To provide the highest standard of education using the most effective, novel, confirmed relevant and reliable teaching methods including lessons and other activities with the aim and objectives of increasing the pupil's knowledge through the medium of Polish.
 - b) To encourage pupils to use and increase positive character traits, showing a good attitude, to gain knowledge and effect participation in different social events.
 - c) To encourage pupils to build positive relationships with other children.



School Management

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The School shall be managed by the School Management Board, the Teachers Committee and the Parents Committee.

Teachers Committee

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1. The Teachers Committee consist of teachers, classroom assistants and volunteers.
2. The Teachers Committee works closely with Parents and School Management Board.
3. The Teachers' main aim is to follow curriculum approved by School management, based on 'Polska Macierz Szkolna.'
4. The Curriculum is discussed, and any related textbooks selected and approved by all School Management before the beginning of each school year.
5. Teachers will meet at least twice a year to discuss ongoing projects, issues, etc.
6. Teachers may form different tasks' groups, focusing on particular subject or performance or problem-solving task. School Board might be involved and coordinate work within each individual task group.
7. Teachers' tasks and responsibilities:
 - a) To organisation of work throughout the entire year.
 - b) The selection of teaching methods and additional resources to complete curriculum under established teaching rules and timeline.
 - c) To set rules and criteria for pupils' assessment.
 - d) To help in the planning and organising school events.
 - e) To establish a plan for the purchase of teaching aids and school equipment.
 - f) To prepare any certificates and summaries of pupils' assessments, if applicable.
 - g) To comply with school working hours.



- h) Will be encouraged to stay connected with parents.
- i) To keep lessons diary, including lessons' topics and pupils' attendance records.
- j) To follow School Policies and Procedures.

Teacher or classroom assistant can resign from their position, provided they give 4 weeks' notice. Teacher or classroom assistant can be dismissed from their position if they are not compliant with School Policies and Procedures, tasks and responsibilities listed in this document.

Parents Committee

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1. The Parent's Committee is an authority representing all parents and legal guardians of children, who are attending the school.
2. The Parents Committee:
 - a) The Parents Committee works closely with and make decisions together with the Teachers Committee and the School Management Board.
 - b) To support the school by giving opinions, sharing ideas, help in organisation of school events, etc.
 - c) To follow School Policies and Procedures.
3. Membership in the Parents Board is a voluntary post.
4. Parents Committee Membership last one year and could be extended once approved at a General Meeting for maximum of three years.

School Management Board:

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1. The School Management Board consists of: a Chairperson, Vice Chairperson, Treasurer, Secretary and other Members.
2. The School Management Board Members are chosen at General Meeting for one year with possibility of extension for maximum of five years. School Board Members are parents or legal guardians of children, who are or were attending the school in the past.
3. The School Management Board works closely and make decisions together with Parents and the Teachers Committee.
4. The School Management Board meets at least four times a year, to discuss all current matters.
5. The School Management Board is obligated to make financial reports at least once a year and publish these on School's website.
6. The School Management Board tasks and responsibilities:
 - a) To raise funds.
 - b) To plan and implement the budget.
 - c) To monitor the school budget and finances.
 - d) To verify if teachers are following approved curriculum, to monitor teaching quality and other related activities.
 - e) To support the school in any aspect of its work or development.



- f) Together with Parents and Teachers Committees to hire new staff as required in the best interest of pupils' education.
- g) To provide security and safety for all participants.
- h) To provide appropriate teaching materials and supply equipment in accordance with the budget and as previously approved by all School Management,
- i) To represent the school outside in the wider community.
- j) To organise and chair meetings.
- k) To prepare school reports and other documents.
- l) To follow School Policies and Procedures.

School organization

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1. The basic school unit is the class unit.
2. The number of pupils in one class can't exceed fifteen pupils to one teacher.
3. The Nursery unit can be created if required; policies and procedures are in place and in accordance with the Northern Ireland Education requirements for 3-4 year old children.
4. The School can organize different after-school activities.



Organization of classwork

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1. The School lessons are to take place based on approved calendar at the beginning of each school year.
2. School lessons take place on Saturdays from 10 am until 2 pm.
3. The Teacher will decide and organise the way teaching is conducted; as well as the order and and time of individual tasks that take place during each four hours of lessons.
4. The Teacher(s) together with classroom assistant(s) are responsible for syllabus implementation.

Class Organization

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1. Each class has its own Form Tutor.
2. Form tutor tasks and responsibilities are specific to pupils age and school resources.

School Library

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1. The School has a library.
2. The School Librarian tasks and responsibilities:
 - a) Make books and other resources available to all pupils.
 - b) Present various sources of information and make them available to all pupils, if possible.



- c) To promote the reading of books and to advance learning by the other less conventional methods i.e., acting, role playing, utilising the internet etc.
 - d) To organise school library by finding new resources, books, teaching aids in cooperation with teachers.
 - e) To keep a library collection register and perform required updates.
 - f) To follow School Policies and Procedures.
3. Pupils and parents may borrow anything from library collection in the presence of the Librarian or a Teacher.

Additional Staff

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1. There will be classroom assistants and volunteers at the school at various times.

Recruitment

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1. The School Management Board or its designee will be responsible for school staff recruitment.
2. A completed and signed 'Pupil Information form' must be delivered by the parent/guardian to the School Management Board before the first day of school to register child at the School. The Pupil Information form is available online and on request from any member of the School Staff.
3. School registration of child or children is also an acceptance of the school curriculum and confirmation that they will follow School Policies and Procedures.



4. The registration of children for a new school year takes place during last four weeks of the previous school year and during first two weeks of the new school year. Priority will be given to any Child who has been a pupil in the preceding year, or any siblings of such a child.
5. There will be a waiting list if there are not enough places within the class.
6. Only children over 3 years old can attend the School.
7. The School follows the Child Protection Policy. All school staff have a certificate of completion of the Child Protection Policy course and are Access NI checked.

The rights and obligations of the pupils

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1. Any child age 3+ who wishes to learn: the Polish language, culture, traditions, history, geography may join the Polish Supplementary School in Newry.
2. Pupils' rights:
 - a. To be provided with school education.
 - b. To be treated with respect by staff and other pupils.
 - c. To be given the opportunity to develop their personality, talents and mental and physical abilities to their fullest potential.
3. Pupils' responsibilities:
 - a. Show respect to others.
 - b. To behave in accordance with the published school code of conduct.
 - c. To attend school unless there is a good reason for an absence.
 - d. To be punctual in attendance at school and at individual classes.
 - e. To attend classes with whatever equipment is necessary.
 - f. To take care of school buildings and equipment.
 - g. To co-operate with staff to get as much benefit from the education provided by this school as possible.



4. School code of conduct:

- a. Pupils are not allowed to leave the school classroom and building unsupervised.
- b. To demonstrate respect for self and others.
- c. To demonstrate curtesy towards others.
- d. To behave in a responsible manner.
- e. To attend class regularly.
- f. To be prepared for class.
- g. To take seriously the course of study.
- h. They will dress appropriately.
- i. To co-operate with school officials.
- j. Will not drink or eat in a class.
- k. Under no circumstances to bring and consume alcohol, drugs and cigarettes.
- l. Students are not permitted to bring animals and electronic devices.

In the event that any pupil will break the school's rules and obligations, he or she will be reprimanded verbally in the first instance and parents will be notified. If they continue to break the school rules they will eventually be expelled from school.



The rights and obligations of the Parents:

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1. Parents rights:

- a. To have access to information on the education being provided for their children.
- b. To be given opportunities to discuss that provision with their children's teachers.
- c. To be treated as partners in the educational process.
- d. To be consulted on any decisions regarding their children's future learning and on the development and review of the school code of conduct.

2. Parents responsibilities:

- a. To ensure that their children attend school regularly. (School to be informed of any absences).
- b. To take an active interest in their children's education, and to support their children by discussing their progress with them.
- c. To encourage their children to arrive at school on time, and to take appropriate parental responsibility for the safety of their children in the journey to and from school.
- d. To support their children and school staff by complying with the school code of conduct.
- e. To support school staff in their efforts to deal fairly with all children.
- f. To make payments of school fees on time, even during a period of a child's absence. To notify the School Authorities of any delays in payments.



Documents

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1. The School will keep all records of its activities.
2. The financial management will be conducted in accordance with the provisions of the laws of Northern Ireland.

Dissolution

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1. If the Board by a simple majority decides at any time that it is necessary or advisable to cease the activities of the School, they shall call a meeting of all members who have the power to vote. A resolution will need to be passed at a General Meeting with three quarters of members present and by a three quarters majority of the attending members.
2. Any assets remaining after the dissolution of the school and providing satisfactory payment of any outstanding debts and liabilities; shall be given or transferred to any other charitable institution or institutions having objects similar to the objects of the School.

Amendments

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1. Any amendments to this document may be proposed by the School Management Board and will then be submitted to a meeting of the General Members to be voted on.