



STATUTES OF TARTU INTERNATIONAL SCHOOL

I GENERAL PROVISIONS

1. Tartu International School (hereinafter the School) is an educational institution, which is based on the private property of Non-Profit Association Tartu International School (hereinafter the Owner), provides preschool and basic education in English and operates in daytime study form.
2. The name of the School is Tartu Rahvusvaheline Kool; the name of the School in English is Tartu International School.
3. The School is located in the City of Tartu, Republic of Estonia.
4. The language of instruction of the School is English, the languages of administration are English and Estonian.

II STRUCTURE OF SCHOOL

5. The School is a kindergarten/basic school consisting of a kindergarten section and a school section. The school section provides basic education while the kindergarten section provides preschool education.
6. The School is a mixed school with one or several grades at each stage. Where necessary, composite classes are formed in the school section and composite groups in the kindergarten section.

III MANAGEMENT OF SCHOOL

7. The management bodies of the School are the Principal, the School Board, the Teachers' Council and the Management Board of the Owner.

8. Authority of Head of School

- 8.1. The School is managed and represented by the Principal who must adhere to the lawful orders of the School Owner and the School Board.

8.2. The Principal is responsible for the general state and development of the School and for the expedient and practical use of financial resources.

9. Duties of Head of School:

9.1. to provide the School Board, once every six months, with an overview of the development of the School, the provision of education at the School, the financial status of the School and the use of the budget funds accrued in the form of tuition fees and immediately give notice of any material deterioration in the financial status of the School and of any precept(s) issued by a supervisory body;

9.2. to organise and check the fulfilment of the development plan of the School and provide the School Board with an annual overview of the fulfilment of the development plan of the School;

9.3. to organise and check the implementation of the School curriculum;

9.4. to draw up a draft budget for the School Board;

9.5. to manage the activities of the Teachers' Council;

9.6. to approve the daily schedule of the School;

9.7. to decide on forming a after school care group at the School;

9.8. to approve the procedure for admission to the School, transfer from one school to another and exclusion from the School;

9.9. to issue graduation certificates to the students who have graduated from the School on the basis of a decision of the Teachers' Council;

9.10. to enter into, amend and terminate employment contracts with the staff, organise competitions to fill vacant positions of teachers (except for the position of the Principal);

9.11. to call a general meeting of parents;

9.12. to perform other duties arising from law, the legislation issued on the basis thereof, the employment contract and the job description.

10. The Principal formalises their decisions by a directive that is binding on employees and students.

11. Procedure for appointment and removal and term of office of Principal

11.1. The competition for a vacant position of the Principal is organised by the Management Board of the School Owner.

11.2. The Principal is appointed to office and the contract with the Principal is amended and terminated by the Management Board of the School Owner.

11.3. The Management Board of the School Owner enters into an employment contract for an unspecified term with the Principal pursuant to the procedure provided for in legislation.

12. Authority of School Board

12.1. The School Board is a collegial body the purpose of whose work is to provide support, as an advisory body, to the Principal and to the School Owner in the management of the School.

13. Duties of School Board:

13.1. to submit proposals for amending the Statutes of the School to the School Owner;

13.2. to hear the annual overview provided by the Principal on the fulfilment of the development plan and work;

13.3. to hear the overview provided by the Principal on the execution of the budget of the School;

13.4. to make proposals for developing the teaching and educational process to the School Owner and the Principal;

13.5. to make and submit proposals for amending the School curriculum to the School Owner;

13.6. to approve the internal rules of the school section and the kindergarten section;

13.7. to state an opinion on other matters on the basis of these Statutes, law or legislation issued on the basis thereof.

14. Procedure for appointment and removal and term of office of members of School Board

14.1. The members of the School Board are appointed and removed by the Management Board of the School Owner.

14.2. Proposals for appointing and removing the members can be made by the chair of the School Board, the Teachers' Council who proposed the member, the general meeting of parents and the Management Board of the School Owner.

14.3. The term of office of members of the School Board lasts for two years after the election.

14.4. The membership of the School Board is approved by the Management Board of the School Owner at the beginning of each academic year.

14.5. The School Board **consists of** seven members:

- the Principal;
- one representative of the teachers of the school section who is elected by the Teacher's Council of the School;
- one representative of the teachers of the kindergarten section who is elected by the Teacher's Council of the kindergarten section;
- one representative of the parents of the students of the school section who is elected at the general meeting of parents of the School;

- one representative of the parents of the children of the kindergarten section who is elected at the general meeting of parents of the School;
- two representatives of the School Owner who are appointed by the Management Board of the School Owner.

15. Rules of procedure of School Board

15.1. The School Board elects a chair and deputy chair from among its members.

15.2. Meetings of the School Board are held at least three times a year and the meetings are called by the chair of the School Board.

15.3. A meeting of the School Board has a quorum if at least one-half of the members of the School Board participate therein.

15.4. Decisions of a meeting are deemed adopted if over one-half of the votes of the members who participated in the meeting voted in favour.

16. Membership and authority of Teachers' Council

16.1. All teachers of the School are members of the Teachers' Council. The chair of the Teachers' Council is the Principal.

16.2. The duty of the Teachers' Council is to determine, analyse and assess the teaching and educational activities of the School and make decisions necessary for the management thereof.

16.3. In its activities, the Teachers' Council follows the provisions established in law and in regulations of the Minister of Education and Research.

17. Duties of School Owner

The School Owners are represented by the Management Board who:

17.1. approves the Statutes of the School and makes amendments thereto;

17.2. appoints the Principal to office and releases the Principal from office;

17.3. appoints its representatives to the School Board and approves the membership of the School Board at the beginning of each academic year;

17.4. approves the School curriculum and makes amendments thereto;

17.5. approves the development plan of the School and makes amendments thereto;

17.6. approves the budget of the School;

17.7. determines the amounts of tuition fees;

17.8. may exempt a student from payment of the tuition fee in part at the written request of a parent (or another legal representative) of the student and provided that funds are available;

17.8. enters into contracts between the School and a parent.

VI GROUNDS FOR ORGANISATION OF STUDIES

18. Teaching and education in Tartu International School is based on mutual respect and understanding between students and teachers as well as on cooperation with the students' homes.

19. Teaching takes place in English in accordance with the School curriculum, which has been drawn up on the basis of the Estonian national curriculum for preschool child care institutions and basic schools and the framework of the curriculum of International Baccalaureate Organization and takes into consideration the peculiarities of the School. In teaching and education, the School observes the educational standard established by the Republic of Estonia for preschool child care institutions and basic schools.

20. The study period consists of at least 175 school days (35 weeks). A school day is a calendar day when a student is required to participate in studies under the daily schedule or individual curriculum. One week comprises up to five school days.

22. The weekly load of students in terms of lessons is determined by the School curriculum.

23. Teaching activities and extracurricular activities supporting the School curriculum are included in the daily schedule of the School, which is approved by the Principal.

24. A lesson in the school section is a period of time prescribed for instructed studies of a student and it is followed by a break. The estimated duration of a lesson is 45 minutes, which may be divided into multiple parts and up to two consecutive lessons may be taught without a break. A lesson has a variety of forms, such as a lecture, e-learning, field trip, consultation, individual lesson.

25. The kindergarten section has a general work plan and a daily schedule, which are drawn up on the basis of the curriculum, peculiarities and traditions of the School. The general work plan and daily schedule of the kindergarten section are approved by the Principal.

V PROCEDURE FOR ADMISSION OF STUDENTS TO, EXCLUSION OF STUDENTS FROM AND GRADUATION OF STUDENTS FROM SCHOOL

26. Children are admitted to the kindergarten and school sections of Tartu International School if there are vacancies.

27. In order for a child to be admitted to grade 1 of the School, the parent completes the School registration form, submits a written application, a copy of the birth certificate of the child and the school readiness card.

28. Children are admitted to grade 1 if they have attained the age of six by 1 October of the current year and the child care institution that the child attends has assessed the school readiness of the child and has recommended that the child commence studies at the School.
29. The kindergarten section admits children of the age of at least 1.5 years.
30. Before admission to the School, the Principal organises a conversation between the School and the parent, where the peculiarities of the School as well as the grounds for teaching and educational activities and organisation of work thereof are explained in detail.
31. A decision on admitting a student to the School is made by the Principal.
32. The Teachers' Council decides in which grade the following students will continue their studies in the School: a student who has come from abroad; who has no document certifying education; or who was subject to a different number of school years, different list of subjects and different number of lessons or any other national curriculum.
33. Upon admitting a student, a contract is entered into between the parent or legal representative and the School Owner, which lays down the rights and obligations of the parties in providing the student with education.
34. The admission of a student to the School is followed by a three-week observation period in the course of which teachers in close cooperation with home assess whether the study group is suitable for the child. If necessary, the study group will be adjusted by a decision of the Teachers' Council.
35. A student is excluded from the School by a decision of the Principal if
- 35.1. the parent or legal representative has submitted a written application for exclusion from the School;
- 35.2. the student repeatedly breaches the internal rules of the School;
- 35.3. the student, parent or legal representative has damaged the reputation of the School or acts in conflict with the values of the School;
- 35.4. the payment of the tuition fee is overdue for more than two months as of the due date of payment of the tuition fee and no reasoned application for extending the term for payment of the tuition fee or for exempting from payment thereof in full or in part has been submitted;
- 35.5. the student graduates from the School.
36. The exclusion of a student from the school section and a child from the kindergarten section takes place at the request of the parent by submitting a corresponding application to the Principal, upon termination of the contract by the school with the parent or by a decision of the Management Board of the School Owner.

37. If a student is excluded from the list due to graduating from the school, the school will issue the student with a graduation certificate and a results report.

38. If a student is excluded from the list of the school, the student is required to return textbooks, books borrowed from the library and eliminate other debts related to the school.

39. The School issues the child who has completed the curriculum of the kindergarten section with a school readiness card which describes the outcomes of the development of the child. The parent submits the school readiness card to the school where the child will start the fulfilment of the duty to attend school.

VI RIGHTS AND OBLIGATIONS OF STUDENTS, CHILDREN AND PARENTS

40. The behaviour of students at the School is regulated by the laws of the Republic of Estonia, legislation issued on the basis thereof as well as the Statutes and internal rules of the School.

41. The students of Tartu International School have the right to:

41.1. receive education according to the School curriculum;

41.2. obtain information from the School about the organisation of studies and their own learning outcomes;

41.3. express their opinion and make proposals for improving the school life through the student self-government of the school section;

41.4. found societies, clubs, studios and hobby groups in the School, the activities and goals of which are not in conflict with the educational objectives of the School and home, form and participate in self-governments of students;

41.5. use the premises, facilities and equipment of the School free of charge for extracurricular activities;

41.6. contact the student council, the class teacher, the Principal, the Ministry of Education and Research, a child protection official or organisation in order to protect their rights.

42. The students of the school section are required to:

42.1. participate in studies in accordance with the valid organisation of studies and have a conscientious attitude towards studies;

42.2. comply with the internal rules of the School;

42.3. show respect, act with dignity and be friendly towards others and observe the generally recognised rules of conduct;

42.4. use the study materials and premises necessary for studies in a sustainable manner for their intended purpose, take care of the assets and property of the School.

43. The children of the kindergarten section of Tartu International School have the right to:

- 43.1. a mentally and physically healthy environment and daily schedule;
- 43.2. activities supporting their self-confidence and mental alertness;
- 43.3. full assistance and support of teachers in acquiring early childhood education;
- 43.4. use the premises, facilities and equipment of the kindergarten free of charge for extracurricular activities.

44. The parents of the children of the kindergarten section have the right to:

- 44.1. examine the rules for the organisation of studies and education as well as the curriculum;
- 44.2. make proposals for creating the conditions necessary for comprehensive development and growing of the children, contributing themselves to creating such conditions;
- 44.3. participate in the work and management of the School through the parents who have been elected members of the School Board;
- 44.4. contact the School Board or the Principal for solving any matters concerning growing, teaching, etc.

45. The parents of the children of the kindergarten section are required to:

- 45.1. create favourable conditions for their children to develop and acquire preschool education;
- 45.2. enter into a written contract with the School for using a place at the kindergarten and pay the tuition fee;
- 45.3. observe the internal rules and daily schedule of the kindergarten section of the School and the Statutes of the School and comply with the health protection and health promotion requirements for children;
- 45.4. inform the kindergarten section of the School about the health disorders of a child;
- 45.5. pay all obligations upon leaving the school before receiving the documents.

VII RIGHTS AND OBLIGATIONS OF TEACHERS AND OTHER EMPLOYEES OF SCHOOL

46. The employees of the School are teachers and other employees. The membership of the staff of the School is determined by the Management Board of the School Owner on the proposal of the Principal in compliance with the minimum requirements for the school staff provided for by law.

47. Employment contracts with the employees of the School are entered into, amended and terminated by the Principal in accordance with labour laws and other legislation regulating labour relations.

48. The main obligation of teachers and other employees of the School is to support the families of the School in teaching and educating children through mutual respect and cooperation.

49. Teachers and other employees of the School are required to accept the purposes of the activities of the School and the developed values of the School.

50. Teachers and other employees of the School have the right and obligation to participate in the development activities of the School and make proposals for better organisation of the work of the School.

51. Teachers have the right to elect their representative and be elected to the School Board.

52. Teachers and other employees of the School may not disclose information about the families of the children.

53. The rights, obligations and responsibility of teachers and other employees of the School are determined by these Statutes, internal work procedure rules, the job description and employment contract.

VIII GROUNDS AND PROCEDURE FOR ESTABLISHMENT OF TUITION FEE, EXEMPTION THEREFROM AND GRANT OF TUITION FEE DISCOUNTS AND EDUCATION ALLOWANCES

54. The amount of the tuition fee is established by the School Owner at least four months before the beginning of an academic year.

55. The tuition fee is specified in the contract entered into between the parent and the School and it is not subject to disclosure to any third parties.

56. The tuition fee may be increased by up to 10% between two academic years.

57. The School Owner has the right to grant discounts upon payment of the tuition fee on the basis of an application submitted by the parent or legal representative. The School has not established exemption from the tuition fee.

58. The grant of tuition fee discounts is decided taking into consideration the financial status of the parent or legal representative of the student and the academic achievement of the student.

59. The Management Board of the School Owner decides on whether to grant a discount or allowance within one month of submitting an application. The Management Board has the right to request additional documents.

XI PROCEDURE FOR CLOSURE OF SCHOOL

60. The School is closed if:

60.1. the School holds no education licence within six months;

60.2. liquidation proceedings have been commenced against the School Owner;

60.3. the general meeting of the School Owner has adopted the decision that further activities of the School have become inexpedient.

61. The activities of the School are reorganised or the School is closed by a decision of the general meeting of the Owner if 2/3 of the participants in the general meeting of the Owner are in favour of the decision.

62. Children, parents, employees and the Ministry of Education and Research are notified of the closure of the School at least four months in advance.

63. Upon closure of the School, the School Owner ensures that the students have the opportunity to continue their studies in a school providing instruction of the corresponding level.

64. The use of the remaining assets of the School is decided by the general meeting of the Owner pursuant to the procedure prescribed in legislation.

X PROCEDURE FOR AMENDMENT OF STATUTES OF SCHOOL

65. The School Owner, the Principal and the School Board have the right to make proposals for amending the Statutes of the School.

66. Amendments to the Statutes of the School are approved by the Management Board of the School Owner, hearing the opinion of the School Board.