



SCHOOL RULES AND PROCEDURES

Private bilingual high school BESST, Limbová 3, Trnava

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Internal school rules

1. School characteristics

- 1.1 We are a school with instruction in English and Slovak, we were founded on 1 September 2014. We enrolled in the network of schools and school facilities MŠVVaŠ SR, to fully meet Slovak national education programme. Sme Súkromné bilingválne gymnázium BESST s vyučovacím jazykom anglickým a slovenským. Vznikli sme 1. septembra 2014. Sme zaradení v sieti škôl a školských zariadení MŠVVaŠ SR, v plnej miere napĺňame slovenský Štátny vzdelávací program.
- 1.2 University of Cambridge International examinations granted to us the status of Cambridge International School and authorized us to conduct the Cambridge international examinations to the level A-Level on school grounds, in the Cambridge International Centre "BESST International School". We provide education accepted worldwide. Closely following the Declaration of the Rights of the Child and the Charter of Fundamental Rights and Freedoms in relation to pupils, teachers and other school staff.
- 1.3 The positive environment in which we upbringing and educate pupils is paramount for us. The approach we choose is in the spirit of our school mission: "With love and respect we support children on their journey to education." Five values are important to us: with heart, creatively, together, safe, but also demanding.
- 1.4 The Private Bilingual High School BESST (the SBG BESST) is located in the school building at Limbova Street No.3 in Trnava, occupied also by The Private Kindergarten BESST and The Private Primary School BESST.
- 1.5 The founder of the school is BESST Ltd., Limbová 6051/3, Trnava.

2. School traffic

The school traffic is daily 8:00 to 2:55 pm.

- 8:00 to 8:30 arrival to the school, preparation for teaching
- 8:30 to 1:40 morning lessons
- 2:10 to 2:55 afternoon sessions

Ring

Lesson	The beginning	The end
First	8:30	9:15
Second	9:20	10:05
Third	10:20	11:05
4th	11:10	11:55
5th	12:05	12:50
6th	12:55	13:40
LUNCH	13:40	14:10
7th	14:10	14:55

School holidays for the respective school year are published on the web site of the school.

When planning family trips and vacations the holiday dates should be respected. If the pupil is missing over a period of schooling because of the trip or holiday, it is not the duty of the teacher to explain individually the curriculum covered at the time of the pupil's absence. In this case, the parents are responsible for pupil's catching up on the missed curriculum.

At the time of the quarter, half-year, three-quarter, year and international Cambridge tests (listed in the school calendar published on the school's website), it is important that parents try to avoid these pre-set test dates and do not ask for pupil release.

Under the Act No. 245/2008 Collection of Laws (COL) the school principal has the right, during the school year, to grant 5 days directorships off, mainly due to organizational and operational procedures. Notification of these days off will be given in a timely manner.

At the time of vacations, public holidays and school principal's days off, the operation of the school will be interrupted.

3. School and family

3.1 The parent and school are considered to be equal partners. Students, parents and school form a team whose primary concern is upbringing and educating students in a friendly, respectful environment, based on an individual approach and pre-determined rules.

4. Communication

4.1 Parents are informed about educational outcomes, planned events, organizational and other school matters through the Internet pupils' books (IŽK), phone, email, website or the school parent meetings. Individual meetings with class teachers are conducted with both parent and student. The discussions focus on the individual to benefit the pupil concerned. Consultation times for each teacher are published on the website of the school. It is necessary for parents to regularly pay attention to this information and monitor the school website for updates. Parents have the opportunity to look at the learning process at any time, by agreement with the school.

4.2 Comments on the activities of the school by parents are welcome. Parents can express their views verbally or by e-mail addressed to teachers and/or school management directly. Teachers are required to immediately interpret observations of parents to school management.

4.3 The area of the lower lobby is a focal point of the school - reception, which aims to streamline communication with parents. It serves as a place where parents can wait for their child in

case of personal pick up from school and on provides basic information on events, trips, logging and checking out links for teachers; help in handling all agenda sale of uniforms, lost and found and for further information about the running of the school including activities organized by the school.

- 4.4 BESST uses the EduPage <https://sbgbesst.edupage.org/> platform for communication. Pupils and parents have the opportunity to see the classification, the curriculum, the absence of their child, the announcements from teachers and others. Parents also have the option to register / unregister their child on selected days from the meals and to justify the absence of the child.

5. Code of conduct of the BESST private bilingual high school student

It is very important to positively influence the value orientation of our students, their attitudes, beliefs and behaviour. One of our priorities is to grow their experience of active learning and overall attitude to education. We want students to understand that exploring the world around them, learning and acquisition of knowledge is in their own interest. We lead students to be independent and responsible for their actions, we put emphasis on a pleasant and safe environment for learning. We do not tolerate bullying in any form, We inform all pupils and staff of the school about the nature, forms and dangerous consequences of bullying as antisocial behaviour of individuals and groups.

We believe that the established rules of conduct, appropriate praise and motivation can help us greatly. In the case of violations, however, we must also take educational measures designed not to punish pupils, but to draw attention to mistakes and explain the correct approach to them. The praise and measures are awarded to pupils continuously, they are evaluated for a period of one semester. Until the next six months, praise and reprimand are not transmitted.

We treat pupils with respect and heart. If a teacher finds a violation of the school's internal order, the violation is addressed primarily by an interview with the pupil, as an individual approach to education is considered very important. The teacher can also solve the offense in other ways, such as talking to parents (by phone or in person), talking to the pupil after class.

The teacher may, if he / she deems it necessary, together with the above mentioned solutions also enter the offense into an online pupil's book.

In the case of a serious violation of the internal rules of the school, the teacher solves the offense and overall behavior of the pupil with his / her supervisor. Continuous violation of the school's internal rules may lead to a proposal for an educational measure (admonition, reprimand), or even to a reduced grade of behavior and termination of an education contract.

5.1 Rights of students at **SBG BESST**

5.1.1 You have the right to:

- a) give your opinion, practice your religion, think critically and freely; proactive approach to the process of learning and cognition, prefer active investigation from passive reception of knowledge from the teacher, to ask questions and independently search for the answer, consider an alternative - find all possible solutions and procedures. Evaluate.
- b) to information, privacy, honour and dignity - you have a right to equality, to non-discrimination and the right to a fair hearing. To be honest and truthful, to search for their classmates' values. Communicate effectively. Do not tolerate bullying, settle disputes diplomatically, work in teams, act wisely and search for suitable words to express feelings and emotions, argue your point of view whilst respecting others. Ask questions, like why? and what if? to develop further understanding.
- c) to rest and leisure, freedom of association and assembly at the school: co-ordinate and organize events for their peers, learn to be a responsible, consistent, creative, persistent, an understanding and motivating leader.
- d) equal access to education: if you do not understand, ask, be responsible for your progress in knowledge and skills.
- e) individual approach respecting capabilities and possibilities, talents and health to the extent provided by law no. 245/2008 (the Education Act): Work at a maximum in subjects so you feel a sense of accomplishment in your work. Not achieving good results in education can be a reason for quitting the contract of education.
- f) education in a safe environment and hygiene: Take care of a safe environment at school, in your class and on your desk. Keep it clean and tidy, we try to minimize their actions in creating work for cleaners work and janitors - a lot of things you can do to proactively keep a clean environment. Adhere to mental hygiene and through the break take in some fresh air.
- g) for individual training under conditions laid down by Section 24 - Section 26 of Act no. 245/2008 (the Education Act)
- h) be elected to the student school board, school board and act on it, through the elected representatives of the pupils participate in the work of school board (submit comments, suggestions, proposals, actions) either an active partner in achieving the creative atmosphere at school and defining the boundaries that we want and lines do not want to cross.
- i) to know the content of the curriculum and thematic curriculum plans for the school year, the quality of teaching in each compulsory and elective courses to choose from elective courses offered by the group, respectively. their interest and initiate the establishment of other, possibly schools and the number of registered pupils of their interest to engage in some form of extracurricular activity organized by the school: hone your talents and potential will be found.
- j) Log in to international Cambridge exams and their successful completion obtain a certificate issued by University of Cambridge International Examinations: earn an internationally recognized degree.
- k) to justify the classification for individual answers, ask for a commission testing (students under 18 years old through legal representative), to communicate with teachers in the spirit

of the principles of humanity and tolerance: to follow the values that together we acknowledge, and which I determine how we treat each other.

5.1.2 Each pupil SBG BESST with special educational needs have the right to:

- a) education and training using specific forms and methods that correspond to their needs, and to create the necessary conditions to the education of permits.

5.2 Conduct, absence excuse and obligations of pupils in school

5.2.1 Behaviour at school:

- a) At school, behave in a disciplined, polite and respectful manner to all school staff, visitors and other students - of course greet first and offer assistance if someone can not find a classroom or a school employee.
- b) Help whenever you can - use initiative, follow the agreed rules and comply with their obligations, your conduct is an example for others. When a teacher or other school staff enter the class during lessons, stand up - this gesture expresses greetings and respect.
- c) Cooperate to create safe conditions on the school premises. Do not endanger your safety or the safety of your classmates with your actions. Handle the school property with care.
- d) Come to school regularly and on time. Come to class dressed in school uniform at least 5 minutes before the start of classes. Be ready for the lesson and stay disciplined as you await the arrival of the teacher. Your compulsory attendance at school is determined by your class schedule.
- e) During the lessons you can leave the building and school grounds only on the basis of a completed and signed note from parents. Parents need to sign a note also in the case when the pupil is older than 18. Requests for release from lessons can be complied only after the acknowledgement of the teacher. If your parents decide to excuse you from your class teacher electronically via EduPage, they must do so no later than 8:00 on the day of your absence.
- f) After school, you may leave school alone, if your parents expressed their agreement with your own departure at the beginning of the school year. Otherwise you have to wait at the school reception until the parent comes to collect you.
- g) If someone else, other than you parents, is coming to collect you, this must be noted in the electronic form which is filled in at the beginning of the school year, or the school needs to be provided with a written consent. If it is a matter of one-time occurrence, it is necessary for parents to notify the school of this fact by telephone or in person on the very same day, at the school reception, and to provide the valid ID card of the person.

5.2.2 Excuse the absence on lessons:

- a) Have a healthy lifestyle, care about your health and strengthen your immunity, avoid disease - be present in the classroom. Each absence will be noted on edupage as unexcused until the parent excuses you. **If you miss more than half of the subject classes per half year, you can be tested commissionally in order to assess you objectively.**

- b) In the case of your absence at school, your parents shall immediately notify the class teacher about the reason and the estimated time of your absence not later than by 8:00 am on the very same day. After 8:00 am the pupil's parent announces the absence of the child to the class teacher by means of edupage, sms or e-mail. The justification of the pupil in the form of an SMS or phone call is considered sufficient in case of one-day absence.
- c) An absence lasting no more than three consecutive teaching days shall be justified by your parent in form of an SMS, e-mail or edupage in the designated part. In exceptional cases, the school may require a medical certificate of your illness or other document confirming the justification of your absence from the school.
- d) **The absence of more than three days caused by non-medical reasons:** Your parents must pre-apply in writing to the school principal about the release.
- e) After the illness you are obliged to catch up on the missed curriculum within 5 calendar days.
- f) If you are absent from school for more than three days because of non-medical reasons, your parents are obliged to ask the school principal to release them from their lessons in written form.
- g) If you don't feel well in the morning, talk to your parents about whether you should go to school on that day. At school, you cannot take any medication arbitrarily, nor may the teachers give it to you, so as not to endanger your health. If you are suddenly ill at school, tell the class teacher. He/ she will agree with you if he/she contacts your parents. If you have an infectious disease (eg jaundice, varicella, mononucleosis ...) or parasites (lice, nematodes), it is necessary for your parents to inform the school immediately and only come to school when you are cured and do not transmit infection or infection to schoolmates and school staff.
- h) Part of the ethos of the school is that you present yourself as a class. As part of the team you have a responsibility to support your classmates. In such cases, as a class event, absence should be justified by a guardian.
- i) The request for exemption from physical education must be supported with a statement from a physician.
- j) For exemption from any other object you must submit a management school official confirmation.

5.2.3 Obligations of student at school:

- a) Communicate politely, respect English language communication with teachers who teach subjects in English throughout your stay at the school. Regularly check notices and assigned homework on EduPage. For unpreparedness in class (even due to illness) apologize at the outset of the lesson, do not wait for the teacher to control devices or TI. If you want something do not disturb and distract attention while teachers are teaching your classmates.
- b) Following the principles of fair play and test regulations -do not cheat or plagiarise. During tests, when the school bell has been turned off, whisper in all areas of school.
- c) Attend, school groomed and dressed in clean and complete uniforms meeting the standards set out in this document. Hair should be in natural colour, not modified. Girls are allowed to wear delicate earrings (piercing) in a maximum of 4 on the lower ear lobe, nail polish featureless or gel-nails of flesh colour alongside soft makeup. Chewing gum, eating during class and harmful substances or life-threatening objects and animals are prohibited at

school. Be proactive when you are considering changing your appearance and ask the commission in advance to comment on whether your intention is in line with the standards outlined in this document. If you do not do so and you come to school modified or clothed so that it will not be easy to determine if your appearance or clothing meets the standards, your appearance and clothing will be assessed by a committee meeting on the very same day when it was not possible to determine your appearance matching the internal school order. If the committee considers that you have deliberately violated the standards of appearance and clothing, the class teacher will contact your parents immediately and notify them that you are excluded from the class and your absence on that day will be considered as one unexcused lesson with an obligation to complete all tests, that were announced for this day.

- d) Change into sufficiently solid and healthy shoes for the entire stay in the interior of the school building, during afternoon classes. Change your indoor shoes into suitable walking shoes whenever you go out for a walk or leave the school interior. During PE classes, change into sports footwear for sports classes and get dressed in suitable attire for fitness. (If you do not have sports shoes exclusively for these classes or suitable attire, you will not be allowed to participate in sports activities)
- e) Mobile phones, during school hours and during school events, must be turned off or on silent mode and kept in your bag. Use it only if you urgently need to contact parents - do so only during one of the breaks and then put it back to your bag. If you use it during the lesson, it will be taken away and returned to the parent after school.
- f) When working with iPad, please respect the rules for using iPad at school, which are published on the school's website in the section documents for students.
- g) Use the iPad during the school hours only according to the instruction of the teacher and during breaks only for going through the notes or school books. If you are not using your iPad, put it into your bag. Digital records on the school premises may only be done with a teacher's consent. You are not allowed to place school photos or digital records on social networks.
- h) After your class put your chair on the desk, collect trash, empty the basket under your desk, wipe the blackboard and close the windows. On leaving, follow the instructions of the teacher. Respect the environment: Separate waste -advertise this great idea even among fellow students and all school staff.
- i) Sign your textbooks and all the things you wear to school, this will allow us to quickly locate the owner should you misplace an item when we move to other classrooms or relocate the benches during school events. Treat school property carefully; text books, computer, interactive whiteboard, other school equipment and property should be respected. Use them with the consent of the teacher and respect the owner. Do not bring valuables to school.
- j) Without delay:
 - Declare any injury, even small incidents, to the teacher.
 - Inform class teacher of any change of residence, address parents' phone number, guardians and treating physicians (no later than 10 calendar days). Information for parents should be delivered immediately.

Classroom teachers should be notified immediately of any damage to school property by negligence, loss of textbooks, damage or loss of borrowed assets (eg. iPad) and at your own expense replace the lost / damaged piece of equipment or reimburse the school with the value of the damaged / lost things.

- k) At school events follow the instructions of the teacher. During lessons, excursions, trips and so on the school regulations apply in their entirety. Requests must be signed by the legal representative.

5.3 Praise and motivation

5.3.1 Verbal praise teacher's courses



Verbal praise given by the teacher for the subject period of each quarter:

- An activity in the lesson,
- for active learning with classmates or helping your fellow students within the subject.

5.3.2 Verbal praise classroom teacher



Normal compliment granted by class teacher for each quarter period for:

- extraordinary expression of activities and initiative by the pupil in the class during the quarter,
- successful work of the pupil beyond the obligations in favor of the collective.
- active participation of pupils in competitions, Olympiads of class or school round, school events and projects.
- getting bronze certificate in the motivation system.

5.3.3 Written praise classroom teacher



The class teacher praise is proposed by a class teacher and approved by the teaching council of the school for the period of each quarter for:

- Exceptional performance in a certain area within a year
- Representation of the school on the circuit or district round of the competition (successful solver without placement)
- Three oral suggestions from a class teacher.
- Getting silver certificate in the motivation system.

At the end of the semester, the class teacher also commends:

- exemplary behaviour (i.e., no more than one weighting of 0 or 1 for the first semester or no more than two notes of 0 or 1 at the end of the school year)
- Excellent benefit (i.e., benefit with an average of 1.2 to 1.5)
- No more than 10 excused lessons per individual class teacher's assessment
- Significant improvement in benefits at the end of the school year compared to the semester.



5.3.4 Written praise headteacher

Written praise by the school head is proposed by a class teacher and approved by the educational council of the school at the end of each quarter to a pupil who does not have serious offenses against the school order for:

- selfless help, working with people, public recognition by another person or institution
- publishing a school magazine
- Extreme performance or exemplary action within the school
- active work in the school board, school council *
- Successful school representation, i. Placement in the district or higher round of the competition in the top spot (usually top 3)
- exemplary representation of the school in international projects (individual or group performance)
- Getting gold or platinum certificate in the motivation system.

At the end of the semester, the class teacher proposes a written praise to the school head for:

- exemplary behavior (i.e., zero of the first semester notes or one maximum weighting of 0 at the end of the school year)
- Excellent benefit with a diameter of up to 1.2
- zero justifiable missed hours (exception according to the class teacher's assessment).

Form of praise - a written praise by the school principal handed over to the pupil in front of the class team. Administration: A record of granting a written appraisal by the school head to the IŽK (symbol) and at the same time generating a written appraisal from the aSc agenda and archiving it in the pupil's catalog sheet in a class statement, for the 1st post as a supplement to the Statement of Stamps, for the 2nd semester as an appendix to report card.

* A suggestion to commend by school head for active work at the school board by a symbol is written by the teacher in charge of the IŽK.

Form of praise - oral praise from the school head before the college of the school with the passing of the diploma or eventual prize, a written praise recorded in the IŽK and at the same time in the catalog sheet in the class statement, for the 1st post as a supplement to the Statement of Stamps, for the 2nd semester as an annex to report card.

5.3.5 Motivation system BESST

With a conscientious approach, but also by fulfilling interesting tasks you gain experience over the course of a year, you learn new things. You meet the tasks of various areas - from reading Slovak or English literature, writing poems and creating art, Duke of Edinburgh activities to volunteer charity activities, visits to attractive cities, historical and natural events, or various cultural events. Gradually you earn points and awards.

We believe that if you learn hard and are accountable for your school responsibilities, you will later employ this attitude at home, between friends or later in adulthood - at work, in your family.

Why do we use the motivation system?

- to motivate you to learn, out-of-school activities,
- to lead you to independence, creativity, initiative,
- to cooperate, to work in teams,
- to enrich you and enrich your educational and educational process.

The BESST motivation system is voluntary, you can engage with it in your own interest. Group actions within the Motivation System are mandatory. Detailed rules for its operation are set out in a separate document.

6. Rating

6.1 Pupils throughout the school year are measured by percentage, the certificates are evaluated and a mark is given respectively and the year is completed.

The scale - valid for all grades, percentages, rounded to whole numbers:

<u>Percentage evaluation grade on the progress report</u>		
<u>bilingual class</u>		<u>international class</u>
100% - 90%	1	100% - 90% A
89% - 75%	2	89% - 83% B
75% - 55%	3	82% - 72% C
54% - 35%	4	70% - 58% D
		56% - 43% E
34% - 0%	5	41% - 0% F

To determine the final mark on the report card we use a weighted average, i.e. tasks assigned are not equal to each other, but have their weight and importance.

When evaluating academic subjects

- the smallest weight (importance) are marks for activity, homework, short exams within 10 minutes, fill – in exercises.
 - higher weight (importance) have signs of oral responses, thematic essays projects
 - highest weight (importance) are signs of a quarterly, respectively. Cambridge tests, essays.
- 6.2 All repaired exam (except for quarterly tests) will be given to pupils to take home. If a parent wants to consult with the teacher regardign assessment exams, the parent's copy of the essay/work is required for a consultation.
- 6.3 Any testing or testing students must be made known in advance, except for brief testing of vocabulary. Teacher to inform students testing or testing
- Weight 1, at least 1 calendar day in advance (eg. Tuesday's test communicated on Monday)

- Weight 2 , at least 3 calendar days in advance (ie. test on Thursday announced in Monday)
- Weight 3, at least 6 calendar days in advance (e.g. Monday's test communicated previous Monday)

6.4 We motivate pupils to do their best and give them the opportunity to correct their grades. We allow pupils to continuously understand that a mistake can occur in every human activity. We work with the mistake to motivate pupils to be more focused and to control their work more closely. At the same time, we want the pupil to show his / her abilities to eliminate shortcomings. Therefore, the pupil has the possibility to fully correct his unsuccessful assessment in agreement with the teacher. The original mark in IŽK is marked with the symbol #. This option serves as a motivation to learn, but it is not possible to abuse it and not to work continuously. In similar, repeated cases, the teacher will not allow the pupil to correct his/her results.

6.5 During the day, when students write test weight 3, their further evaluation in other subjects is not permitted. The pupils can write maximum 2 tests with the weight 2 in one day, however they can agree with the teacher to write more than 2 tests with the weight 2.

On the day when students write a test with weight 2, the number of oral answers and five minutes is not limited.

6.7 Assessment of pupils is carried out in accordance with the guidelines MŠVVaŠ no. 21/2011 on the assessment and classification of secondary school students. Specific conditions of assessment in individual subjects are visible to parents and pupils on the school website.

6.8 **Pupils are required to take Cambridge International Exams**

- **Mathematics IGCSE and English IGCSE in the third year**

- **three subjects of the AS level in the fourth year, and three subjects of the A2 level in the fifth year, when studying in a class with an international program.**

- **Note: Pupils in a class with an international program can also take the A Level exams in the fifth grade, omitting the AS level in the fourth year (Schematic: AS level + A2 level = A level)**

6.9 The condition for progress of the third grade SBG BESST pupil to the fourth grade is a successful completion of the third grade and passing at least 2 IGCSE international exams (compulsory in Mathematics and English, other subjects may be chosen by the student) with grades A, B, C, D, or E on the Cambridge IGCSE scale.

A student must pass at least 2 IGCSE exams with grades D or better after passing the third year of study to be able to transfer into an international program class. The pupil has the possibility to transfer from the class with an international program to the bilingual branch in the fourth year at the latest by 15.11.

6.10 Evaluation of the results and behaviour outlined in IŽK also serves to write compliments and violation of Rules of Procedure, the school communication about school activities and announcements to parents.

6.11 The school educates in two languages, Slovak and English. Upon moving students to our school, we consider whether the transfer student changed the language of instruction different to which the pupils have been educated at the school Besst. If you changed the

language of instruction, the pupil is treated individually and at the request of a parent to work out a pupil individual learning plans (IUP).

7. School uniform

- 7.1 Pupils in the first to fourth year must attend the school dressed in a complete school uniform covering the pupil's underwear. Fifth grade pupils attend the school dressed in casual elegant clothes made of non-transparent material of any color, without fashionable patches and hole imitations, with the length of at least half-thighs that covers their underwear, abdomen and lower back.
- 7.2 During the year, we use 2 types of uniforms (common and festive). Students are required to wear school uniforms in the classroom, they may change into their choice of attire, five minutes before leaving the school or change into specified uniform within 5 minutes of arrival at the school in the area of the lockers. Whenever they enter a class they should always be fully dressed in school uniform. During the cold days they are permitted to wear T-shirts under their uniform, these should be black or white, or in the colour of their uniform shirts. Uniform is required for specific actions/events and they will be announced in advance. Dress uniform should worn by students on the first and last day of school and on the day of the semi-annual report card, on the day of writing tests for international AS or A level, festive school events (parties, events for parents, DOD, ...) In the event that the school will require a student to wear ceremonial uniforms for other special occasions, students will be notified in a timely manner.
- 7.3 Part of the school uniform are:
- polo shirt (gray, blue, white)
 - tie (red-blue, denim)
 - pants without patches and holes (not solid - dark blue, dark gray, or black, may also be sleek jeans)
 - skirt (solid - dark blue, dark gray, black, length in at least half of the thighs may also be dark denim)
 - elegant short pants without patches and holes (not solid - dark blue, dark gray, black, length to at least half the thighs may also be denim)
 - blouse / shirt with a collar and the sleeve of any length (a white, opaque)
 - sweater (dark blue)
 - Sweatshirt (dark)
 - jacket (dark blue, optional part of the uniform)
 - badge

Accessories for school uniform:

- stockings, socks or stockings (monochromatic in colour, without patterns, same colour as skirt, white or nude)
- 7.4 Individual parts can be purchased either at school or individually (parents to ensure their purchase out of school), see the following table:

parts of uniforms	Designed for		type uniforms		purchase	
	the girls	boys	common	gala	in school	independently
Polo tie	YES	YES	YES	NOT	YES	NOT
blouse	YES	NOT	YES	YES	NOT	YES
shirt	NOT	YES	YES	YES	NOT	YES
skirt	YES	NOT	YES	YES	YES	YES
trousers	YES	YES	YES	YES	NOT	YES
a sweater	YES	YES	YES	NOT	YES	NOT
Fleece sweatshirt	YES	YES	YES	NOT	YES	NOT
Full Zip	YES	YES	YES	NOT	YES	NOT
Sweatshirt with zipper 100% cotton	YES	YES	YES	NOT	YES	NOT
jacket	YES	YES	NOT	voluntary	NOT	YES
badge	YES	YES	YES	YES	YES	NOT

- 7.5 Prices of uniforms are published on www.besst.sk.
- 7.6 School uniform as well as other apparel must be signed, so that it can be used to locate the owner in case an item is lost.
- 7.7 It is not allowed to wear bracelets, headbands with distinctive ornaments and scarves as accessories to the uniform.
- 7.8 A pupil in incomplete school uniform will be, after judgement of commission, suspended and he/she will have one unexcused lesson.
- 7.9 In case of hot weather, the school management informs parents and pupils via e-mail specifying the period when students are allowed to go to school without uniforms, i.e. dressed in casual elegant summer clothes of any color made of non-transparent material without fashionable patches and hole imitations, with the length of at least half-thighs that covers their underwear, abdomen and lower back.
- 7.10 One day a month (usually the last day of school this date will be notified in advance) students are given a day without uniforms. On this day, students can come to school in casual clothes of any colour and material, of a length at least to half thigh and covering the abdomen, lower back and underwear. This clothing may be modern (fashionable patches and hole imitations, braces)

8. Meals

- 8.1 The school offers students high-quality meals. Meals are issued in the dining room in the building of the primary school. In addition, the school provides lunch and fresh fruit juice, morning and afternoon snack for registered pupils.
- 8.2 At lunch, pupils follow the principles of dining and good behavior; when communicating with each other they use the so called "restaurant voice "and follow the instructions of the

supervising teachers. After eating the food, they will remove any dirt from the table and restore the table to its original state for reuse.

8.3 Packed lunch pupils spend lunchtime with other pupils in the school cafeteria. Parents are only allowed at the entrance to the dining room due to the hygiene regulations and can only pick up specified meals.

8.4 Timetable of meals:

- fruit juice 9:15 am.
- tenth 10:05 am.
- lunch 1:40 pm.
- tea 2:55 pm.

8.5 Opting out and signing up for food is only possible by electronic means through EduPage.

- Meals can not be changed later than 7:30 on any given day.
- Checking out food is the responsibility of the parent / legal guardian of the child. Exceptions are for school trips and other events where students meals can be changed by corresponding teacher.
- If a child's parents do not sign up for food on time, on event/trip day students can take snack boxes between 11:30 to 13:00 pm.

9. School bus

If a parent wishes their child to use a school bus, they will conclude a school bus contract with the school, and the school will provide this service only if there is sufficient interest.

10. Parking

We recommend that parents park on campus, in designated areas, in the area of road outside the school so as not to cause congestion. At the same time, parents are advised not to park on the yellow lines on the road, but to take advantage of stopping at the dotted yellow line in front of the school where they can stop for a moment so that the child can alight from their vehicles. Such a method of unloading children from the vehicle speeds up and lightens traffic and parking in the rear parking lot of the school.

Ensure that cars are locked when you leave and do not leave valuables in the car in a visible place.

Pupil drivers park their cars in places reserved for school staff, respecting the agreed car parking rules for school staff.

11. Payments for school events

By applying for the school event, the parent is obliged to pay the fee specified in the application. If you are unable to attend the event because of health or personal reasons, the fee (or an aliquot

part of it) will only be refunded to your parents if this does not increase the event fee for the pupils attending the event and if the respective organisation refunds the school overpayment.

12. **Final provisions**

These Rules of Procedure are published on the web site of the school, in case of doubt, contact the teaching council, or the principal.

The Internal school rules document was approved by the educational board on 03.09.2019 with effect from 03.09.2019.

The Internal school rules document can if necessary be amended, modified and edited only after being discussed by the educational board and with the approval of the school principal.

Trnava
03.09.2019



Mgr. Ľubica Srnáková
The school principal