

## STATUTES OF THE INTERNATIONAL SCHOOL OF TALLINN

### 1. General provisions

- 1.1. The name of the school is International School of Tallinn (Tallinna Rahvusvaheline Kool in Estonian) (hereinafter the School).
- 1.2. The place of establishment of the School is Tallinn, the Republic of Estonia; the location of the School is Tallinn, the Republic of Estonia.
- 1.3. The School is a daytime study educational institution based on the private ownership of subsidiary of Mainor AS, Tallinn International School OÜ (hereinafter School's Keeper), organising basic and secondary education in English and it is governed by the Director of the School, School Board and the School's Keeper.
- 1.4. The School provides pupils with an opportunity for acquisition of education on basic (I-III grade) and secondary level and school attendance.
- 1.5. The official languages of the School are Estonian and English.
- 1.6. The language of instruction is English.

### 2. Competence, duties, appointment and recall procedure and duration of authorisations of the Director

#### 2.1. Director's competence:

- 2.1.1. The Director manages and represents the School by following the legal orders of the School's Keeper and the School Board;
- 2.1.2. The Director takes care of the general condition and development of the School and purposeful and expedient use of financial resources.

#### 2.2. The duties of the Director are to:

- 2.2.1. Provide the School Board with an overview of the School's development and educational activities, financial situation once in six months and inform immediately the School Board about substantial worsening of the financial situation and precept(s) of the supervisory body;
- 2.2.2. Organise compilation of the School's development plan;
- 2.2.3. Organise and monitor implementation of the School's development plan and provide the School Board with the annual overview of implementation of the School's development plan;
- 2.2.4. Organise and monitor completion of the curriculum;
- 2.2.5. Prepare the School's draft budget and submit this and a report of School's budgetary resources for review to the School's Board and for approval to the School's Keeper;
- 2.2.6. Conduct the activities of the Teachers' Council;
- 2.2.7. Approve the timetable of the School;
- 2.2.8. Decide on formation of the extended day group(s) in School;
- 2.2.9. Issue the graduation certificates to the students graduating from the School, based on the decision of the Teachers' Council;
- 2.2.10. Enter into, amend and terminate the employment contracts of the staff, conduct competitions for filling the vacancies of teachers (except the Director);
- 2.2.11. Convene the general meeting of the parents;
- 2.2.12. Perform other duties based on law, legislation, employment contract and job description issued on the basis thereof.

- 2.3. The Director prepares his or her decision with Directive of the Director.
- 2.4. Director's Directives are mandatory for the staff and students.
- 2.5. Appointment and recall procedure and duration of authorisations of the Director:
  - 2.5.1. The School's Keeper appoints and recalls the Director.
  - 2.5.2. The School's Keeper organises the procedure for conducting the competition for filling the vacancy of the Director by presenting it to the School administration for delivering an opinion.
  - 2.5.3. The School's Keeper enters into an open-ended contract with the Director by the procedure prescribed by legislation.
3. **Competence and duties of the School Board, procedure of appointing and recalling members, also duration of their authorisation**
  - 3.1. School Board's competence. The School Board is a collegial body with the aim of supporting management of the School as a counselling body for the School's Director and School's Keeper.
  - 3.2. Duties of the School Board are to:
    - 3.2.1. Submit the proposals for amendment of the Statutes to the School's Keeper;
    - 3.2.2. Hear out the Director's overview of the annual implementation of the development plan and work and carry out assessment;
    - 3.2.3. Hear out the Director's overview about implementation of the School's budget and carry out assessment;
    - 3.2.4. Make proposals to the School's Keeper and the Director for development of the leaning and educational activities;
    - 3.2.5. Make proposals for amendment of the School's curriculum;
    - 3.2.6. Form an opinion about other issues based on this Statutes or legislation.
  - 3.3. Board members' appointment and recall procedure, duration of authorisation.
    - 3.3.1. The School's Keeper appoints, approves and recalls the members of the School Board.
    - 3.3.2. The chairperson of the School Board, Director and the Teacher's Council who nominated the member, general meeting of parents, Student Council and School's Keeper can make the proposal for appointment and recalling of the member.
    - 3.3.3. The School's Keeper approves the School Board members at the beginning of the academic year for up to three (3) years and the School Board consists of 7-9 members.
  - 3.4. The composition of the School Board includes:
    - 3.4.1. School's Director;
    - 3.4.2. Two representatives of the teachers whose candidates are elected by the Teachers' Council;
    - 3.4.3. Two representatives of parents whose candidates are elected in the general meeting of parents;
    - 3.4.4. Two representatives of secondary school students, elected by the Students' Council after opening the secondary school part;
    - 3.4.5. Two representatives of the School's Keeper, appointed by the Board of the School's Keeper.
  - 3.5. The School Board will choose a chairperson and a deputy chairperson among its members.
  - 3.6. The Board meetings will be held at least three (3) times in an academic year.
    - 3.6.1. The chairperson of the Board convenes the board meeting.

- 3.6.2. A notice about the meeting, indicating the time, place and agenda of the meeting is sent to the Board members at least five (5) days before the meeting.
- 3.7. The board meeting has a quorum when at least one half of the members of the Board are represented.
- 3.8. Each member has one vote.
- 3.9. Decisions of the meeting are deemed as made when more than half of the votes of participants were given for the decisions.

#### **4. Duties and composition of the Teachers' Council**

- 4.1. The duties of the Teachers' Council are to determine, analyse, assess the learning and educational activities of the School and make decisions necessary for managing the school.
- 4.2. In its activities, the Teachers' Council follows the provisions established in the Regulation of the Minister of Education and Research.
- 4.3. Members of the Teachers' Council are all teachers of the School, chairperson of the Teachers' Council is the Director and the deputy chairperson is the head teacher.

#### **5. School Keeper's duties**

The board represents the School's Keeper who:

- 5.1. Approves the Statues of the School and makes amendments to it;
- 5.2. Appoints the Director and releases him/her from office;
- 5.3. Appoints its representatives to the School Board;
- 5.4. Approves the curriculum of the School and makes amendments to it;
- 5.5. Approves the School's development plan and makes amendments to it;
- 5.6. Approves the School's budget;
- 5.7. Approves the records management procedure and administration rules;
- 5.8. May release the student partially from the tuition fee on a written request of the parent (or other legal representative) and upon existence of relevant resources;
- 5.9. Enters into the contract between the School and a parent or appoints an authorised person for it.
- 5.10. Appoints the staff composition of the School on proposal of the Director.

#### **6. Principles of the organisation of studies**

- 6.1. The main purpose of the School is to support students' development through the learning and educational process by following thereat the standard of education established for the basic and secondary school by the Republic of Estonia.
- 6.2. The School creates a positive development environment promoting learning where the parents, students and teachers cooperate for reaching common goals.
- 6.3. The basis of organisation of study and education is the curriculum and internal rules of the School.
- 6.4. The studies are carried out in English according to the School's curriculum based on the state basic school curriculum and secondary school curriculum of the Republic of Estonia that is approved by the School's Keeper.
- 6.5. The School's curriculum is public and fully available at the web page of the School.
- 6.6. The academic year starts on the September 1 in one calendar year and ends on August 31 the next calendar year. The academic year consists of study periods and school holidays.
- 6.7. The units of account of the study period include a lesson, study day, week, course, quarter and half of the academic year. The lesson or lessons also mean training trips, visits, excursions and camps.

- 6.8. There are at least 175 study days (35 weeks) in on study period. The study day is a calendar day when the student is obliged to participate in studies based on the timetable or individual curriculum. There are up to five study days in one week.
- 6.9. There are up to five study days in one study week. A weekly load of the students in lessons is set in the School's curriculum.
- 6.10. One lesson lasts for 45 minutes. The break lasts for at least 10 minutes.
- 6.11. The number of lessons and their sequence in the study day is set in the timetable approved by the Director.
- 6.12. The maximum number of the students in one class in the basic school is 24.
- 6.13. The academic results are determined based on the grades, assessments, summary grades, state standard-determining tests and exams.
- 6.14. The students are acknowledged and dispraised by the procedure provided for in the regulation of the Minister of Education and Research and internal rules of the School.
- 6.15. The student will receive a student card for the period of learning in the School.
- 6.16. The School issues a graduation certificate for the graduate of the School.

## 7. **Basis for organisation of the extra-curricula activities in the School**

- 7.1. The School may organise extra-curricula activities, participation in which and co-financing of which takes place on consent of the student or his or her parents.
- 7.2. The extra-curricula activities use different study forms and methods, including interest clubs and studios.
- 7.3. Extra-curricula activities are recorded in the School's timetable and the internal rules are taken as the basis of organising these.
- 7.4. The school may provide the following services:
  - 7.4.1. Renting of the assets owned by the School;
  - 7.4.2. Organisation of events and trainings related to educational activities.
  - 7.4.3. The School charges fee for providing services based on the pricelist of services established by the School.

## 8. **Procedure for admission, exclusion and graduation of students**

### 8.1. Admission of students to the School

- 8.1.1. Students are admitted to school subject to free student places by the decision of the Director.
- 8.1.2. For admission to the School, the parent fills the enrolment form; submits an application, copy of the birth certificate, health card, class certificate issued upon finishing the previous class (in the absence of such certificate, a written summary of the teacher of the previous educational institution about the skills and competence of the child) and other documents received from the previous educational institution. For admission to the first grade, the parent fills the enrolment form, submits a written application and copy of the child's birth certificate.
- 8.1.3. 1. Children who have become 6 years old by October 1 of the current year are admitted to the first grade.
- 8.1.4. Prior to admission of a child to school, the Director has a conversation with a parent where the specific nature of the School, basis of the learning and educational activities and work organisation are explained.
- 8.1.5. The Director determines the class of the student based on the documents submitted by the parent and the conducted family conversation.

- 8.1.6. A three week observation period follows admission of a child in the course of which the teachers will assess the suitability of the class level determined for the child in close cooperation with home. Based on a joint proposal of teachers and parents, the Director will approve the class of the student latest within four weeks after entering the school.
  - 8.1.7. The School's Keeper or a person authorised by it enters into the contract (hereinafter Contract) required by the Private Schools Act with a student or his or her legal representative. In the Contract, the School undertakes to provide the student with education pursuant to the curriculum and the student undertakes to follow the legislation, including the internal rules of the School.
  - 8.1.8. School entrance may also take place based on the admission tests organised in the School. The terms of the test and the admission procedure is published on the School's web page.
- 8.2. Switching schools
- 8.2.1. If the student plans to change the school, the parent submits the request to the Director in writing. Upon reception of the parent's request, the School will exclude the child from the students' list.
  - 8.2.2. In case of any vacancies, the School Director may admit a student coming from another school.
  - 8.2.3. The Director will list the student from another school with his or her Directive.
- 8.3. Procedure of exclusion of a student from the students' list
- 8.3.1. The Director will exclude a student from the students' list with his or her Directive based on the provisions of the Basic and Secondary School Act.
  - 8.3.2. Exclusion of a student from school takes place on request of a parent with submission of a relevant application to the Director. Upon school-side termination of the Contract, with the parent or decision of the School's Keeper or a person authorised by it.
  - 8.3.3. Upon exclusion of a student in connection with graduation, the School will issue a graduation certificate with the report card and a health card.
  - 8.3.4. When the student is excluded from school, he or she undertakes to return the student card, study books, books borrowed from the school library and liquidate other school-related debts.
- 8.4. Procedure of graduation
- 8.4.1. Graduation of the basic and secondary school follows the terms provided for in the state curricula. A student having completed the curriculum in full is issued a state graduation certificate.
9. **Students' rights and obligations**
- 9.1. Laws of the Republic of Estonia, related legislation, Statues of the School and internal rules of the School regulate behaviour of the students in the School.
  - 9.2. The student has the right to:
    - 9.2.1. Receive all necessary assistance for development and self-fulfilment; study according to an individual curriculum by the procedure established with the regulation of the Minister of Education and Research;
    - 9.2.2. Receive information about the procedure of assessment and grades from the class teacher or a teacher;
    - 9.2.3. Express an opinion and make proposals for improvement of the school life;

- 9.2.4. Receive information from School about the school organisation and rights of the students, as well as primary information about the study opportunities;
  - 9.2.5. Be in a safe school environment and receive first aid;
  - 9.2.6. Form a Students' Council in the School, also form societies, clubs, studios and hobby circles the targets and activity of which does not contradict the behavioural aspiration of the School and home.
  - 9.2.7. Participate in the work of school's circles, studios, etc., the targets and activity of which does not contradict the behavioural aspiration of the School and home.
  - 9.2.8. Use school's facilities, rooms, library, study, sports and technical, and other resources according to the established procedure and intended use.
  - 9.2.9. Address the Students' Council, class teacher, School Director, School's Keeper, alderman, Ministry of Education and Research or child protection organisation for protecting his or her rights.
- 9.3. The student is obliged to:
- 9.3.1. Fulfil the obligation to attend school and participate in lessons provided in the curriculum, perform the learning tasks (homework and tests, exams, assessments, etc) on time;
  - 9.3.2. Participate in the learning activities according to the valid organisation of studies and have a conscientious attitude towards learning – prepare for each lesson, take all study aids with him/her that are needed for a particular school-day, not disrupt the work of fellow classmates or teachers, actively participate in a lesson, ask for a permission to leave a classroom for a justified need;
  - 9.3.3. Follow the internal rules of the School;
  - 9.3.4. Have a respective, dignified and good-hearted attitude towards everybody and follow the generally recognised standards of conduct;
  - 9.3.5. Use the study aids and study rooms economically and according to their intended purpose, to preserve the property of the School;
  - 9.3.6. Immediately inform the class teacher, teachers, study leader, School director about all instances of violence;
  - 9.3.7. Wear clothing and indoor shoes established with the internal rules, be responsible for personal belongings, keep them in his or her cupboard, wardrobe or drawer. The School is not responsible for items left to the public rooms.
- 10. Procedure for electing the first Students' Council, procedure for approval of the Statutes of the Students' Council by student body**
- 10.1. Students of the School form the student body.
  - 10.2. The student body has the right to elect the Students' Council who represents the student body within the limits of the competence established in the Statutes of the Students' Council in the in-house relationships and relationships with other organisations, institutions and persons. In its activities, the Students' Council follows the interests, needs, rights and obligations of students.
  - 10.3. All students of the School have the right to elect the Students' Council. The Director will organise the elections of the first Students' Council.
  - 10.4. The first Students' Council will be elected in the general meeting of the student body. The meeting has a quorum when at least 2/3 of the student body participates in it. If the general meeting of the student body has no quorum, the Director will convene a new general meeting latest in the next half-year.

- 10.5. The general meeting of the student body will decide on the number of members of the Students' Council by simple majority. Each participant in the general meeting has number of votes matching the number of members of the Students' Council for electing the members of the Students' Council. Students receiving most votes in the meeting are elected as members of the Students' Council.
- 10.6. When the first Students' Council is elected, the student body will compile the Statutes of the Students' Council with the help of a school employee appointed by the Director. The Statutes of the Students' Council and its amendments are approved in the general meeting of the student body that has a quorum when at least 2/3 of the student body participates in it. The Statutes of the Students' Council is approved by simple majority.

## 11. Rights and obligations of parents

### 11.1. Parents are entitled to:

- 11.1.1. Examine the rules of learning and educational organisation and the curriculum;
- 11.1.2. Make proposals for creating necessary conditions for versatile development and upbringing of children by helping with creating such conditions;
- 11.1.3. Participate in School's work and management through the parents who have been elected to the Board;
- 11.1.4. Address the School Board or Director for solving issues related to raising, teaching, etc.

### 11.2. Parents are obliged to:

- 11.2.1. Create favourable conditions for the child for development and acquiring of pre-school education;
- 11.2.2. Enter into a written contract on use of the study place and pay the tuition fee;
- 11.2.3. Ensure that the child follows the internal rules and the Statutes of the School and adheres to the requirements of promoting children's health protection and health;
- 11.2.4. Inform the School about child's health disorders;
- 11.2.5. Upon leaving the School, eliminate all school-related obligations before receiving documents.

## 12. Rights and obligations of teachers and other staff

- 12.1. School employees are teachers and other staff.
- 12.2. The School's Keeper appoints the composition of the School staff on proposal of the School Director in accordance with minimum requirements for School staff prescribed by law.
- 12.3. Teachers, Director and other persons working in the learning and educational area are handled as School teachers.
- 12.4. The Director of the School enters into and terminates the employment contracts with the school staff in accordance with the Labour Law and other legislation regulating the working relationships of teachers.
- 12.5. The Director will organise the competition to fill the vacancies of teachers and persons working in the learning and educational area which procedure is approved by the School Board on the proposal of the Director.
- 12.6. The teachers have the right to:
  - 12.6.1. Participate in the development activity of the School;
  - 12.6.2. Make proposals to the management for better organisation of work;
  - 12.6.3. Address the direct manager or management for counselling;

- 12.6.4. Demand existence of resources necessary for work and ensuring working conditions;
  - 12.6.5. Acquire advanced training, if appropriate;
  - 12.6.6. For development discussion and performance discussion.
  - 12.7. The teachers are obliged to:
    - 12.7.1. Take actively part in the work of the School according to the employment contract and job description;
    - 12.7.2. Cooperate consistently with parents;
    - 12.7.3. Deal with professional development;
    - 12.7.4. Take care of the students, be familiar with their progress and development;
    - 12.7.5. Follow the curriculum upon conducting studies;
    - 12.7.6. Report about work when the School Board or Director demand that.
  - 12.8. Rights of other School staff
    - 12.8.1. Make proposals to the management for better organisation of work;
    - 12.8.2. Address the direct manager or management for counselling;
    - 12.8.3. Demand existence of tools necessary for work and ensuring working conditions;
    - 12.8.4. Acquire advanced training, if appropriate;
    - 12.8.5. For development discussion and performance discussion.
  - 12.9. Obligations of other School staff
    - 12.9.1. Take actively part in the work of the School according to the Employment contract and job description;
    - 12.9.2. Deal with professional development;
    - 12.9.3. Take care of students;
    - 12.9.4. Report about work when the School Board or Director demand that.
  - 12.10. The main obligation of the pedagogues and other school staff is to support children at teaching and bringing them up through mutual respect and cooperation.
  - 12.11. The task of the staff is to ensure uninterrupted work of the School and preservation and integrity of property.
  - 12.12. The pedagogues as well as other school staff are obliged to accept the aims of the school activity and established values.
  - 12.13. The pedagogues and other school staff have the right and obligation to participate in school's development activities and make proposals for better organisation of school.
  - 12.14. The pedagogues have the right to elect their representative and be elected to the School Board.
  - 12.15. It is forbidden for the pedagogues and other school staff to disclose information about the parents of the child.
  - 12.16. More exact duties, rights and obligations and responsibility of school staff is determined with this Statutes, school's administration procedure, work organisation rules, job description and employment contract which conforms to the labour laws and other legislation regulating working relationships.
- 13. Basis and procedure of establishment of tuition fee, exemption from it and tuition fee benefits and granting education allowance**
- 13.1. The School's Keeper determines the amount of the tuition fee considering the number of students and amount of expenses, and this will not be changed during the academic year.
  - 13.2. The amount of the tuition fee is approved by the decision of the School's Keeper each year at least three (3) months before the beginning of the academic year.



- 13.3. The tuition fee is fixed in the contract between the parent and the School and it will not be disclosed to the third parties.
- 13.4. The amount of the tuition fee cannot be increased between two academic years for more than 10 (ten) per cent.
- 13.5. Exemption from the tuition fee has not been established.
- 13.6. According to the decision of the School's keeper's Board, the parent or the legal representative of the child has the right to apply for the tuition fee benefit in the following cases:
  - 13.6.1. More than one child from one family is learning in the School;
  - 13.6.2. Family has financial difficulties;
  - 13.6.3. The child lives in the orphanage;
  - 13.6.4. Other justified cases.
- 13.7. To receive the benefit, the parent or the legal representative of the child submits the written motivated application to the Board of the School's Keeper. The reason for getting the benefit must be indicated in the application.
- 13.8. The School's Keeper makes the decision within one month from the day of submitting the application. The Board of the School's Keeper decides on granting or not granting the benefit within one month from the day of submission of the application. The Board has the right to request additional documents.
- 13.9. Study allowances are not granted in the School.

#### **14. Basics of management and document management**

- 14.1. The School has its budget.
- 14.2. The income of the school's budget is formed from the tuition fees, allocations from state, rural municipality or city budget, receptions from private legal persons, donations and incomes from School's extra-curricula activities established in these Statutes.
- 14.3. The School's Keeper organises the School's management separately from the management of School's Keeper's other organisations and companies.
- 14.4. Documentation management of the School relies on the "Uniform bases for the document management procedures" established with the regulation of the Government of the Republic.
- 14.5. Filling and keeping of mandatory documents of learning and educational activities area follows the procedure of filling and keeping data submitted in the documents and documents mandatory in the School's learning and educational process, established with the regulation of the Minister of the Education and Research.
- 14.6. The School Director submits the budget reviewed by the School Board to the School's Keeper for approval at least two months before the beginning of the financial year. The School's Keeper approves the budget before the beginning of the financial year.

#### **15. Termination of the activities of the School**

- 15.1. The School's Keeper must initiate the termination of the School activities if:
  - 15.1.1. The School does not have an activity license for six (6) months;
  - 15.1.2. Liquidation proceeding against the School's Keeper has been commenced;
  - 15.1.3. Termination is prescribed by law.
- 15.2. Activity of the School is reorganised or terminated by the decision of the School Keeper's owner's Board.
- 15.3. The students, parents, staff and Ministry of Education and Research are informed about termination of the School's activities at least four (4) months beforehand.

15.4. The general meeting of the School's Keeper will decide about the use of remaining property of the School by the procedure prescribed by legislation.

**16. Statutes amendment procedure**

16.1. The Director and the School Board have the right to submit proposals for amending the Statutes of the School.

16.2. The Statutes amendments will be approved by the School's Keeper, hearing out the proposals of the School Board.

16.3. The School's Keeper approves the Statutes.