



THE ENGLISH COLLEGE IN PRAGUE
ANGLICKÉ GYMNÁZIUM

The School Code

Contents:

A: Pupils' Rights	3
Parents/Guardians' rights	3
B: Pupils' Responsibilities	3
1. Attendance	4
Providing Reasons for Absences and Authorising Absences	4
2. Behaviour	7
3. Bullying	8
4. Work and Study	9
5. Cheating	9
6. The Annexe Library	11
7. PE Lessons	11
8. Communication and Information	12
9. Personal Property & Lockers	12
10. Food and Drink	13
11. Movement Between sites and Entrance to the Building and Visitors	13
12. Breaks and lunchtime	13
13. IT, Telephones and Technical Equipment	13
14. Dress code	14
15. Smoking, Addictive Substances, Alcohol and Weapons	14
16. Gambling	15
17. Cars	15
18. Health and Safety	15
Legal representatives' responsibilities	17
C: Sanctions	17
Tutor Warning	17
Tutor Reprimand	17
Headmaster's Reprimand	17
Conditional Expulsion*	17
Expulsion*	18
D: Merits	18
Awarding Merits:	19
E: Assessment	19
ECP Standardised Grading	20
Assessment of Attitude to Learning	21
Assessment of Behaviour	23

Learn :more

F: Progression from Year to Year	23
Attendance Criteria	23
Academic Criteria	24
Progress Checks	24
Mid-Year Report	24
End-of-Year Report*	25
The Right to Additional Assessment	26
Alternative Assessment	26
Commissional Exam	26
G: Individual Education Plans	28
H: School Routines	29
I: School Policies and Headmaster's Directives	30
End of School Code	30

The English College in Prague - Anglické gymnázium, o. p. s.
 Sousedíková 1044/8, 190 00, Praha 9 (Elektra building)
 Špitálská 885/2a, 190 00, Praha 9 (Annexe building)

The School Code is valid for all pupils, their legal representatives and all school staff provisionally from 5.12.2024.

General Provisions

The School Code of The English College in Prague - Anglické Gymnázium, o. p. s. is issued pursuant to The Act No. 561/2004 Coll., The Decree on Basic Education and Compulsory School Attendance No. 48/2005 Coll., The Decree on Secondary Education No. 13/2005 Coll., The Labour Code and other valid directives The Ministry of Education, Youth and Sports and in accordance with The Charter of Fundamental Rights and Freedoms, The Convention on the Rights of the Child and other legal regulations of the Czech Republic.

The School Code also includes rules for evaluating the results of pupils' education. Pupils and their legal representatives have voluntarily decided to study at our school and they accept all rules that are laid down by this School Code.

The School Code is published on the school's website, and is available at the reception and in the office of the School Office Manager.

When the School Code refers to the rights and obligations of legal representatives, pupils have these rights and obligations themselves, after reaching the age of 18.

Pupils are expected to behave sensibly and responsibly at all times. This code describes specific expectations regarding attendance and behaviour but at all times common sense and decency should prevail when interpreting school rules.

A: Pupils' Rights

- Pupils have the right to education and school services according to the School Act.
- Pupils have the right to a courteous, calm and helpful approach from teachers.
- Pupils have the right to hold a religious affiliation and for their own beliefs to be respected, while they should respect the views of others.
- Pupils have the right to freedom of opinion and to courteous and respectful freedom of speech, unless this is blatantly discriminatory in its purpose.
- Pupils have the right to take part in the social and cultural events of the College. However, a pupil's participation in events outside the school building may be limited if anyone's health would be endangered as a result of the pupil's behaviour.
- Pupils over 18 may stand for election to the School Council. All pupils, irrespective of age, can join the Student Council.
- Pupils have the right to be provided with health and safety protection, protection against socially pathological phenomena, against discrimination, hostility or violence.
- Pupils have the right to know their grades and the criteria for them (as well as the criteria for other academic rewards).
- Pupils have a right to education according to the School Act and a right to information and counselling in matters relating to education.
- Pupils have the right to a fair evaluation, taking into account individual specificities.
- Pupils have the right to comment on all decisions concerning their educational matters and their opinion must be given attention appropriate to their age and stage of development.
- Pupils have the right to use all school premises and equipment.
- Pupils have the right to the protection of their personal data according to the General Regulation on Personal Data Protection (GDPR) and other legal regulations of the Czech Republic.

Parents/Guardians' rights

Parents/Guardians of pupils have the same rights as pupils (where applicable).

B: Pupils' Responsibilities

All pupils are obliged to:

- attend school properly (attendance rules set out below in **point 1**)
- behave respectfully and decently at school and at all events organised by the school (detailed rules set out below in **point 2**)
- follow the instructions of the school's staff (more details below in **point 4**)
- to study and learn with honesty (detailed list of rules below in **point 5**)
- follow the library rules (**point 6**)
- follow the rules for Physical Education (**point 7**)
- get acquainted with the information that the school provides (**point 8**)
- be responsible for their personal property and lockers (**point 9**)
- follow the rules on food and drinks in school and special rules for the labs and library (**point 10**)
- enter the building and announce visitors according to **point 11** and not let strangers into the building

- follow the rules on using mobile phones and technical equipment (**point 13**)
- go to school appropriately dressed (**point 14**)
- follow measures to ensure safety, protection of health and property and protection against socially pathological phenomena (**point 15 & 16**)
- follow rules for parking and the use of a car (**point 17**)
- refrain from such conduct that would endanger or damage the health of pupils or other persons, violate the dignity or the rights of any pupil or school employee, lead to damage of school property or the property of others or misuse intellectual property (points **3 & 18**)
- immediately report any health problems or injuries that occur during classes, breaks or during school events (to a teacher or in office 4.19, A05 or A06).

1. Attendance

Pupils are required to arrive at school in time for registration and / or their first teaching period and to attend all registrations, lessons and activities on their timetable, as well as assemblies and other events. The College reserves the right to authorise only absences that are necessary and for reasons that the school considers valid. If a pupil is absent without warning/agreement then the Attendance Officer will contact parents on that day to inform them the child is not in school. Truancy lessons is a serious offence. When detected, a disciplinary sanction will be applied and the parent(s) will also be informed.

All pupils can view their attendance data through the Pupil Portal. This information can also be accessed through the Parent Portal. Parents and pupils over 18 must check their attendance data at least once a week in order to check any absences where reasons need to be provided.

Pupils arriving late or leaving school early must sign in and out at the Reception/or Annexe office. For all pupils under 18, permission from their parents must be provided if they leave before the end of the school day. If a pupil is unwell or has to leave during the school day, the pupil may not leave the College without speaking to the Attendance Officer in 4.19 or someone in the Pastoral Office (4.19) or someone in A06. Once it is agreed with the legal guardian that they can leave, then all pupils must sign out at Reception if they are in Elektra or in A06 and A05 at the Annexe. Pupils over 18 must give a reason when signing out and follow this up with an email to absences@englishcollege.cz. If pupils leave school without following these procedures, their absence will be recorded as unexcused.

Providing Reasons for Absences and Authorising Absences

Reasons for absences

- always need to be provided promptly, no later than three days after the first day of absence, otherwise it will remain unauthorised
- must be provided by the legal guardian for **pupils under 18 and** submitted via the leave request form on the parent portal

- for pupils over 18 can be provided by the pupil via their school email account to absences@englishcollege.cz
- stated as “family reasons” are only authorised for exceptional or compassionate reasons and where a full description is provided

Planned Absences

- If a pupil cannot attend school for reasons known in advance, the legal guardians or pupils over 18 must submit a request for leave well in advance of the absence according to the schedule below. It is very unlikely that requests for absences not made within these timescales will be granted. Also parents should not make firm plans to take pupils out of school until permission has been obtained

Length of absence	Minimum Notice required
Part of a day	2 full working days
From 1 full day to 9 school days	1 full week (7 days)
10 school days or more	2 full weeks (14 days)

Planned absences of over three days will be reviewed by the Deputy Head Pastoral, or the Headmaster for those more than ten days.

Planned absences due to:

- study leave** may only be authorised where pupils are taking external or language exams. For this type of request a full description must be provided
- university related** reasons e.g. interview, external admissions test (SAT, LNAT, etc), or university visit, in addition to submitting the request in the way outlined above the information must be directed to the Director of Upper School nicholas.hill@englishcollege.cz.
- school trips** led by teachers at ECP are automatically authorised.
- ECAs** will be automatically authorised if the events are organised by a member of staff at the English College. ECA-related absences such as Model United Nations events that are not formally entered by ECP will not be authorised.

Absences will be dealt with in the following way

- Tutors may talk to any of their tutees if they have absences for which a reason has not been provided and will remind them that they (or their parents) need to provide this reason.
- The school will review the reason for absence in order to determine if it will be authorised or unauthorised. It will make this decision based on the frequency and distribution of the absences and nature of supporting documentation provided.

- For pupils over 18: In cases of reasonable doubt over the reason for their absence, the school may request additional documentation for absences of one day or longer in order to consider authorising it. This may include a doctor's note or other evidence.
- In cases of repeated unauthorised absences, the matter will be referred to the Deputy Head Pastoral & Upper School. At this stage a variety of actions may ensue: parents will usually be requested to come into school and possible sanctions range from a Headmaster's Reprimand to a 3 for Behaviour on Mid-Year or End-of-Year reports. Attendance concerns may be reflected in references written for other schools or universities.
- In the case of a high number of unauthorised absences (roughly 50 lessons or more), which are not caused by illness or demonstrable health problems, a procedure similar to that for unexplained absence applies. The Headmaster invites the legal representatives for a meeting with key personnel.

Incidents of lateness are reviewed at each half term and may result in the following action:

- Pupils with an average of 1 late arrival/week will receive a Tutor Warning.
- Pupils with an average of 2 late arrivals/week will receive a Tutor Reprimand.
- Pupils with an average of 3 late arrivals/week will initially receive a Headmaster's Reprimand and possibly a 2 for Behaviour on the subsequent Mid-Year or End-of-Year Report.
- Pupils who continue to accrue late arrivals after receiving any of the three sanctions listed above' may receive a (further) Headmaster's Reprimand or a 2 or 3 for Behaviour on their Mid-Year or End-of-Year Report.

PE lesson attendance

- If a pupil is unable to participate in a PE lesson, they are still expected to attend the class.
- They will be required to participate in the lesson, either by undertaking non-playing responsibilities or by completing written work reflecting on the lesson they are observing.
- If a pupil is likely to be off PE for **two weeks or more** a parent request including a medical note to that effect needs to be emailed to the Headmaster at headmaster@englishcollege.cz. The Headmaster will then consider allowing the pupil to register and work under supervised conditions in the Library or another appropriate area.
- Absences that do not follow this procedure will be recorded as unauthorised. If your child is not feeling well enough to travel to the PE site, then they should not be in school.

Consequences for unexplained absences

- **Unexplained absences:** Reminders to explain absences will be sent to parents. When there is no reason for an absence provided by a legal representative or an adult pupil, this absence remains unexplained. The school can address the unexplained absences in different ways, depending on the number of unexplained absences. Any unauthorised absence without a reason provided in any half year may result in a 2 for Behaviour on the Mid-Year or End-of-Year report.
- **1-10 unexplained absences:** The legal representative or adult pupil will be reminded to explain absences. If there is no reason given, the legal representative is invited for a meeting where the reasons for this absence will be discussed. A Tutor Warning or Tutor Reprimand can be issued to pupils over 18.
- **11-25 unexplained absences:** The legal representative or adult pupil will be reminded to explain absences. If there is no reason given, an educational committee is convened, attended by the Headmaster, legal representatives, tutor, Senior Tutor and depending on the severity and nature of the pupil's absence, by a representative of the social and legal authorities protecting children. A Headmaster's Reprimand can be issued to pupils over 18.
- **More than 25 unexplained absences:** The legal representative or adult pupil will be reminded to explain absences. If there is no reason given, in accordance with Act No. 359/1999 Coll., on the Social and Legal Protection of Children, the school is obliged to notify the office for social and legal protection of children and inform them about facts indicating that these pupils neglect school attendance and their legal representatives are not fulfilling the obligations arising from their liability. This can lead to a conditional expulsion from the school for pupils over 18.

Cover lessons at the end of the day

- For pupils in Years 3 to 6, when the normal classroom teacher is not present for the last period of the day, the pupil will be dismissed early and allowed to leave school (this will normally be earlier on a Thursday).
- For pupils in Years 1 and 2 an alternative member of staff will supervise the class and pupils must remain in school until the normal end time for the day.

2. Behaviour

Pupils are expected to behave in a courteous, considerate and responsible manner and to realise that they represent the English College while at school or attending school events. At school events outside the school building, pupils must follow the School Code and other regulations and instructions applicable to the event. Pupils are expected to show due respect to persons and property. Offensive or discriminatory language should not be used (in any language). Pupils must not threaten, physically attack, verbally abuse, intimidate or inappropriately touch anyone else. Racially motivated insults and sexually inappropriate actions and comments are not allowed. No discrimination, adverse comments or harmful actions on the grounds of sexuality, ethnicity, culture, race, gender, gender identity, disability or religion are allowed. Pupils cannot post negative comments on social media.

Pupils must follow all reasonable instructions of the teaching and support staff. Pupils must always be well-prepared and equipped for lessons. Pupils must follow the safety rules in the Science laboratories, sport facilities and all areas of the Elektra and Annexe sites, and must respect the environment of the College. Pupils are expected to use technology such as laptops and mobile telephones responsibly; in all lessons the use of mobile telephones and laptops is at the discretion of the teacher (in consultation with the Head of Learning Support). The default position is that telephones are not normally permitted to be used during lessons and should be switched off and kept in a pupil's bag. If a pupil misuses technology during lessons, he or she can expect to have the object confiscated for the rest of the day and persistent misuse may result in a warning.

We expect all staff and pupils to follow a core set of learning behaviours. These are the following:

Punctuality & Registration	<ul style="list-style-type: none"> ● Be on time for all lessons ● At the end of lessons push chairs under desk (or place on top) and leave no rubbish
Equipment & Homework	<ul style="list-style-type: none"> ● Have the relevant equipment (pen, books, calculator) ready without being asked
Attention & Lesson breaks	<ul style="list-style-type: none"> ● We have a 'one person at a time talking' policy in any whole class discussion
Phones & Technology	<ul style="list-style-type: none"> ● Phones are on silent mode, in bags/coats, not on your person ● Wearable technology is in 'do not disturb' mode & earphones removed ● Lids on laptops remain closed unless the teacher requests otherwise ● Failure to follow rules will mean technology being misused is liable to confiscation until the end of the lesson.
Food & Drink	<ul style="list-style-type: none"> ● No food or drink in labs at any time ● No energy drinks or gum (anywhere in school) ● Pupils can bring tea and coffee and other warm drinks into lessons only in a reusable cup/flask with a secure lid that can be consumed without removing the lid. Single use cup from drink outlets (Costa, McDonalds) are not allowed.
Language	<ul style="list-style-type: none"> ● English is our learning language as it includes everyone ● All offensive, devaluing, abusive, discriminatory language is unacceptable

3. Bullying

The English College aims to create a community in which relationships are based on trust and mutual respect. Each member of the College has the right to be valued as an individual and **not** to be bullied. Bullying, anti-social and inappropriate behaviour is unacceptable and will not be tolerated.

Types of bullying include repeated unpleasant behaviour such as hitting, pushing, tripping someone up, all forms of harassment (including sexual harassment) or intimidation, other forms of anti-social behaviour, such as calling someone offensive names, teasing or making fun of them, interfering with their possessions or excluding them from a group of friends.

Bullying can be based on any of the following: race, ethnicity, religion, culture, family background, gender and gender identity, sexual orientation. The ECP fosters an inclusive educational environment for all pupils, including those who might be perceived to be lesbian, gay, bisexual, non-binary or transgender.

Cyberbullying is broadly any online activity that is threatening, or abusive, or which causes embarrassment, or leads to (or suggests) exclusion. Pupils cannot post (nor show support for) negative, malicious or abusive material online about either pupils or teachers.

The school has a legal duty to inform special bodies (e.g. police/social services) when something seriously wrong is suspected. The school has this obligation to report such things (e.g. serious bullying) even if parents do not want the school to do so.

4. Work and Study

All academic work should be submitted on time as specified by the teacher or other member of staff. For Years 5 and 6 this will generally be according to the published IB deadlines. Meeting deadlines is an expectation for all years, unless the school deems there to be valid extenuating circumstances. Extenuating circumstances may include longer bouts of illness or pre-agreed late submission of work in very special cases. Being 'too busy' or taking a holiday (whether authorised or not) are not considered extenuating circumstances. The school can 'red flag' missed deadlines with pupils and parents, but as with all breaches of the School Code, the disciplinary system in Section C: Sanctions can be applied.

All pupils are required to utilise Google Drive to store documents so that IB work is not lost.

5. Cheating

The College conducts all tests and examinations in line with the rules and regulations that apply to international examinations (IGCSE, IB), but expectations apply to all work done at the College. Not cheating means that all work submitted by pupils (homework, coursework, projects, examination scripts and even oral work) must be the pupil's own work. Where sources are used or referred to, they must be fully and appropriately acknowledged. Pupils should also keep clear and detailed research notes on their Google Drives so that they have an evidence trail to prove they have carried out their own work.

Examples of cheating are:

- **Plagiarism:** this is defined as the representation of another person's work as your own. This could mean copying another pupil's work or copying from a book or the internet. It can also mean paraphrasing another person's work without acknowledging the source. This includes text created by Artificial Intelligence (AI) either from pre-existing AI-generated content or AI content resulting from instructions given directly by the pupil concerned.
- **Collusion:** this is defined as working with another pupil to produce a piece of work when this has not been authorised by the teacher.

- Using AI to produce work that you claim is your own, or using tools to improve your writing (except basic standard spelling and grammar checks found in Word and Google etc.).
- Taking unauthorised material into an examination such as notes, USB devices, mobile phones or other electronic devices, unauthorised dictionaries or calculators, or correcting fluid / tape.
- Exchanging information during an examination or looking at someone else's work.
- Duplication of work: this refers mostly to IB work. For example, a pupil cannot do an extended essay on the same theme as any of their internally assessed coursework.
- Any failure to comply with instructions of an invigilator during an examination
- Fabricating data for an assignment
- Stealing or attempting to gain access to examination papers or assessment materials
- Assisting another pupil in any of the above

Evidence of cheating is likely to result in pupils receiving written warnings, grades 2 or 3 for Behaviour and receiving a failing grade for the work in question. Cheating in a public examination such as IGCSE or IB has to be reported to the examination board and may result in disqualification in the given exam or in all of them as well as the likely application of school sanctions.

Artificial Intelligence and Academic Integrity

The English College in Prague prioritises academic integrity in the use of Artificial Intelligence (AI) technologies. This approach ensures responsible and ethical AI use to enhance learning and productivity, equipping students with essential AI knowledge for future use.

Academic Integrity: Students must use AI tools transparently, citing them properly. AI should support, not replace, original work. Confidential information must not be entered into AI tools to maintain privacy and data security.

Permitted Use: With teacher permission, AI can be used for research, idea generation, and learning if properly referenced and aligned with teacher guidelines. Following teacher instructions is crucial to maintaining academic honesty.

Prohibited Use: Students must not use AI for unapproved assignments, plagiarism, or externally assessed work, including IB coursework. Entering personal data into AI systems without authorisation is forbidden. They must not use AI to facilitate the breaking of any other section of the School Code.

Suspected AI Misuse: There is no 100% reliable way of detecting AI use, but teachers are familiar with their students' way of writing, level of English, and level of subject knowledge. If work is submitted and, based on knowing the student, AI misuse is suspected, the school will:

- **Investigate:** Teachers may discuss the suspicion with colleagues.
- **Interview:** The student may be interviewed about their AI use.

- **Evaluate Evidence:** Students **must** provide evidence such as version history, drafts, research notes, and project proposals.
- **Assess Knowledge:** Teachers may ask questions to gauge the student's understanding.

Based on the judgement of the teachers, the student may be asked to edit or re-submit their work. Depending on the circumstances, they may be sanctioned as in other cases of cheating.

6. The Annexe Library

The Annexe library is a cosy space that staff and pupils can use during opening hours to read, do research and enjoy an environment conducive to these purposes. Pupils are not permitted to use the library when it is closed.

- All Pupils can come to the Annexe library select books in person or can use Accessit to reserve books online. Book reservations can be collected from whichever location the pupil is normally based in.
- Pupils in the Annexe should return books, laptops or chargers to the library.
- Pupils in Elektra should return books by posting them in the Book Return Box based in the student locker room. Laptops should be returned to Reception.

Overdue Library Resources

Pupils and staff are able to check when books borrowed are due for return and may renew them electronically via Accessit. Automatic reminders are sent via email. If books are not returned four weeks after the overdue date, pupils will be charged for their replacement.

Overdue Textbooks

Textbooks are borrowed for the duration of the pupil's programme. Thus, Year 1 and Year 2 have textbooks for one school year, Year 3 and Year 5 until the completion of their respective IGCSE or IB programmes. Textbooks not returned at the end of the pupil's programme will be assumed to be lost and a calculation of the cost of the textbook will be prepared and given to the pupil.

7. PE Lessons

Pupils are expected to be at the designated venue for their PE lesson in their PE kit and ready to start at the allotted time on their timetable. Pupils are supposed to walk directly to the PE venue from the Annexe, the sports facility at Podvinný Mlýn, taking the approved route. [The approved route](#) leads along Sokolovská, K Moravině and Kovanecská streets and it takes 13 minutes at walking pace.

A PE kit consists of appropriate sports clothing, complete with underwear and socks, and sports shoes (indoor or outdoor, as required). Pupils are expected to remove all jewellery for PE lessons and sport. For PE lessons that take place outdoors in the colder months, pupils are expected to bring appropriate clothing. Pupils are expected to maintain good personal hygiene, showering after exercise is recommended. Pupils should not bring valuables to sports facilities, and the school cannot bear any responsibility for loss or

damage outside its own buildings. If a pupil is attending PE but is not able to participate they are still expected to change into sports clothing and they will be given another practical task to do such as refereeing, umpiring or coaching.

PE Release

1. A pupil may be released from PE partially or completely in accordance with Decree No. 391/2013 Coll., on medical fitness for physical education and sport.
2. In the case of **partial PE release**, the teacher is obliged to take into account the pupil's limitations and to approach their teaching individually.
3. In case of **complete PE release**, the pupil does not exercise, but is obliged to be present in the physical education class; if possible, the pupil helps the teacher organisationally during the lessons. If the PE lessons are scheduled as first or last lessons, the pupil may be released from school in accordance with paragraph 2 of Section 50 of Act No. 48/2004.
 - a. An application for release from Physical Education is submitted by the legal representative or an adult pupil.
 - b. A medical report must be provided. The medical report specifies for which period the pupil is released and whether it is a complete release from physical education or only a partial release. In the case of partial release, the doctor must determine exactly the activities from which the pupil is released in the PE class.
 - c. The application and the medical report is delivered to the Headmaster - by 30 September or 30 January. Later requests will be considered only in exceptional cases (accident, change in health).
 - d. The Headmaster shall make a decision on the application and inform the legal representative thereof.

8. Communication and Information

It is the responsibility of every pupil to read and to be aware of information published in the weekly Student Bulletin sent out each Friday and to check their school email and school intranet regularly at least once every 24 hours (but ideally before the start and after the finish of each school day).

9. Personal Property & Lockers

Pupils are obliged to store their belongings in an assigned locker. Pupils are issued with a locker key. Lost keys must be paid for (70 Kč), similarly, forgotten keys (20 Kč). Lockers must always be emptied before the summer holiday and anything left in them may be thrown away or given to charity by the College.

The College cannot accept responsibility for lost, stolen or damaged property. Pupils **should not** bring expensive items to school nor carry large sums of money with them. Pupils who bring their own musical instruments to school are welcome to ask for a suitable place to store them, although such a place cannot be guaranteed. Contact your Senior Tutor if you need help with this. Although the school will do all it can to safeguard pupils' property, it cannot be held responsible for items that go missing. Money should be entrusted to a member of staff. In the case of any loss, pupils must report it [using the Lost Property Form](#), which can also be found on the Student Room intranet page.

10. Food and Drink

Energy drinks are not permitted in school and should not be consumed during the school day or on any trips. The consumption of food and drink (except water) is not permitted in the Library, the computer rooms, or in any classrooms during lessons. No food or drink of any kind may be consumed in the Science laboratories at any time. Pupils in the Upper School are allowed to drink hot drinks in lessons if their teacher agrees provided they use a reusable cup with a lid. Chewing gum is prohibited in all areas of school.

11. Movement Between sites and Entrance to the Building and Visitors

When moving between school sites pupils are obliged to observe the principles of safety on the road, sidewalk pedestrian crossings and in public transport. Pupils should use public transport or walk between the Annexe and Elektra. Recommended route for moving between the Elektra and Annexe buildings:

- By public transport (total time approx. 20 minutes): Tram no. 7 or 8 in the direction of U Elektry - Nádraží Libeň and then buses bo. 177, 183, 136 in the direction of Nádraží Libeň - Vysočanská.
- [On foot](#) (total time approx. 30 minutes): The route leads through Špitálská and Zákostelní streets, where it connects to the Praha 9 Educational Trail - south-eastern trail. The educational trail/the recommended route continues along the streets Nemocniční, U Vysočanského pivovaru, Za Lidovým domem, along Rokytka and the rugby field. Before the bridge behind the rugby field, the approved route leaves the nature trail and after the bridge it joins the A26 bike route. The approved route then continues to the street U Elektry and then Sousedíková.

Access to the school buildings is only possible through the reception. Pupils use their fob to enter the school building at Elektra. In the Annexe, pupils can use their ISIC card to gain access to our area. If a pupil loses or damages their ISIC student card or their entry fob, they have to inform the receptionist and have a new ISIC card or fob issued immediately at their own expense.

All visitors must register at Reception and wear a visitor's badge if they are visiting Elektra. If they are visiting the Annexe, they should be signed in with the Senior Deputy Head or the Deputy Head (Pastoral and Upper School). Pupils are not allowed to bring anybody into the College without permission obtained at least 48 hours in advance from a member of the senior leadership team.

12. Breaks and lunchtime

Pupils have the opportunity to remain at the school site during breaks and lunchtime. Canteen is available at Elektra and at both sites pupils have access to microwaves and a place to eat. However, pupils are also free to leave the school site at break and lunchtime. When off-site, pupils are not supervised and it is their responsibility to follow the guidance in section 18: Health and safety.

13. IT, Telephones and Technical Equipment

Telephones in the College offices are for emergency use only. Pupils are not allowed to use mobile phones in the College during lessons or in the Library unless directed to do so by a teacher (see Section 2 above).

Mobile phones or other wearable devices must never be taken into an examination room. Wearable technology and watches must not be worn in exams as this will result in disqualification. Exam regulations do not allow any device capable of mobile communication. Our strong advice is that pupils should not bring wearable technology devices to school because they are likely to be a greater distraction than other mobile devices.

Mobile phones, cameras or other devices must not be used to record, film or take photos of teachers or their lessons without the teacher's permission. Pupils must also not take pictures or distribute any images of other pupils without their permission.

No information or material connected with the College may be placed on social websites, such as Facebook or YouTube or other public websites, or supplied to the media, without the permission of the Headmaster or Senior Tutors/Upper School Team.

Phones can be confiscated by the teacher if he/she deems them as being used inappropriately. Upon confiscating a mobile phone, the teacher will make an arrangement with the pupil for how he/she can retrieve it at the end of the lesson.

Pupils are expected to have a light, portable laptop (or equivalent). They will be used regularly in lessons; the curriculum includes embedded ICT activities that both support learning and assessment in the subject, and also help develop pupils as effective users of technology. Much IB work is expected to be completed electronically.

14. Dress code

Our starting point is that we think pupils have the right to come to school in clothing that they are comfortable in within the expectations of our dress code. The ECP does not designate gendered clothing at school or any of our events. We have high expectations of our pupils and expect them to dress in a respectful manner that reflects school values, look clean, tidy and come to school in clothes that are appropriate for serious academic study. Hats may not be worn inside the College. Body-piercing and clothing should reflect the importance of safety in PE and other physical activities. If we have concerns about body piercings or potentially unsafe clothing, we'll raise this with the pupils involved. If we ever think that a pupil's dress or appearance is inappropriate, we will initially have a conversation with the pupil and if necessary include their parents. They may be asked to change their clothes and, if necessary, have their parents come and collect them in situations where we think a pupil's choices are incompatible with our dress code or general ethos.

15. Smoking, Addictive Substances, Alcohol and Weapons

The College is a non-smoking zone, free of illegal substances. Smoking by pupils (whether nicotine or vaping) is not permitted in the College, in front of the College and/or en route between the College and the Annexe or on organised College trips. Smoking includes e-cigarettes. We also do not allow the use of nicotine or tobacco pouches.

Pupils may not bring alcohol onto College premises or on school trips, or consume alcohol during the school day on or off, or within the vicinity of, the College premises. On school trips the School Code still applies. No pupils may drink alcohol and must accept any

additional rules required by the trip organiser. Pupils who ignore this may be sent home immediately and it will be treated as a serious breach of the school rules.

The possession of weapons, real or imitation, and all knives is forbidden in the College and on school trips as well as in the area surrounding the College and may result in immediate disciplinary action. There may be exceptional circumstances (such as DofE expeditions) when the trip leader includes items like pen knives in kit lists. This is the only circumstance when carrying a knife is allowed, if it has been explicitly instructed by the trip leader in writing.

If a pupil's behaviour is unusual or out of character, or if their academic performance or behaviour deteriorates significantly, then that pupil will be interviewed and, if there appears to be a problem of drug abuse, their parents may be invited into the College so that the Headmaster can advise them on further steps that must be taken in the best interests of the pupil and the rest of the College community.

If a pupil is discovered carrying addictive, prohibited or illegal substances during the school day (or on a trip) or offering, supplying or selling addictive substances to other pupils at any time, then they must expect to be expelled as laid out in the Sanctions policy. If a pupil has concerns over their use of addictive substances or has concerns for a friend and wishes to seek help, they should tell a member of the school's teaching staff or any of the Senior Leadership Team. Self-disclosure of personal drug use off-site will not be treated as a disciplinary issue. The College will always endeavour to offer support and advice to the pupil and work with the pupil's family.

16. Gambling

Gambling, which includes playing cards for money, or playing online is banned at the College.

17. Cars

On-site parking is not available to pupils at either the Annexe or Elektra. Pupils driving to school in cars and parking near the College do so at their own risk. Pupils must not use their cars or other independent means of transport during the school day to move from one school site to the other, to go to the PE lessons, during school trips or other events organised by the school.

18. Health and Safety

Pupils are expected to behave in a way consistent with their own health and safety and the health and safety of others.

Pupils should:

- a. Protect their own health and safety by acting responsibly and following any rules that might apply when using equipment or taking part in lessons and activities involving risk;
- b. if they see a danger or hazard, report it and not leave it to someone else, or they may be considered responsible;
- c. in the event of an emergency, obey the directions given to them and, if required to do so, evacuate the building and assemble outside in accordance

- with instructions given to them by their tutor and map published in the Student Handbook;
- d. if they feel ill or are injured, report to the Teacher on Duty or go directly to the 4.19 in Elektra or A5 or A6 in the Annexe, where a qualified person will either administer first aid, telephone their parents or seek professional medical help; pupils must not leave the premises without informing the office or a member of staff;
 - e. take extra care when using equipment that could be hazardous, for example, in the Science laboratories or PE facilities, and follow published rules or the instructions of teachers or other qualified people at all times;
 - f. take every care and follow the highway code when crossing roads on their way to and from school or movements between sites. Such as when going to and from lunch at Špitálská gymnázium, to the Annexe, when moving between school sites and on the way to the sports complex UNYP Arena (Sparta) and Volleyball Praha and back.. Pupils must exercise caution when crossing the roads near the U Elektry tram stop and Sokolovská street near the Annexe. Pupils must not cross the road, unless the green pedestrian light is showing;
 - g. not misuse safety equipment, such as fire extinguishers etc., which is both a serious matter and a criminal offence;
 - h. move about the building in an orderly manner: never run or obstruct corridors or stairways;
 - i. help to keep the College clean and tidy; remember that cleanliness and tidiness help to prevent accidents and pupils should use the recycling areas provided to dispose of plastic and paper;
 - j. if a teacher does not arrive within ten minutes of the start of a lesson or school activity, inform the Senior Deputy Head or the Headmaster's Office immediately;
 - k. report any damage they cause or notice.

Emergency evacuation procedures

In the Annexe

In the event of a fire alarm in the Annexe, pupils must:

- Exit the building calmly and silently
- Leave their belongings behind
- Assemble in their classes on the courtyard to the left as one exits the Annexe, and stand in silence until the situation is over.

In Elektra

- Exit the building calmly and silently following all instructions of staff members
- Leave their belongings behind.

Legal representatives'¹ responsibilities

Legal representatives are responsible for pupils' attendance in school. Legal representatives are required to:

- Take part in discussing serious issues concerning pupils' education and wellbeing either via email, telephone or in meetings at school. If necessary, the Headmaster can insist that a parent comes to school for this purpose.
- Notify the school about any changes to the health record information, contact information or any information relevant to the education and/or wellbeing of pupils.
- To ensure the pupil's regular attendance at school and in the case of the pupil's absence, to excuse absences according to the School Code.
- Pick up or arrange for the pupil to be picked up from school/school event/school trip at the request of the school at their own expense in the following cases:
 - If a pupil is unwell and shows signs of acute illness.
 - When there is a reasonable suspicion of the consumption of an addictive substance (including alcohol).
 - The school employee supervising the pupil finds the pupil's behaviour dangerous to other persons or contrary to good morals.

C: Sanctions

Failure to behave according to the School Code will result in one or more of the sanctions below, according to the seriousness of the infringement. These sanctions may be repeated or used in sequence. Instances of sanctions will be recorded on pupils' Interim Grades and Reports.

Tutor Warning

Tutor Warnings may be issued for breaches of the School Code.

Tutor Reprimand

Tutor Reprimands are issued for more serious or repeated breaches of the School Code.

Headmaster's Reprimand

Issued for refusal to improve after earlier warnings or a culpable act serious enough to justify an immediate reprimand. This sanction could be used in single breaches of the School Code without previous incidents. It could also be used for behaviours that previous actions/warnings have not solved. Examples include instances of bullying, vandalism, stealing, assault (physical or sexual), inappropriate touching and discriminatory or disruptive behaviour.

If there is no improvement in behaviour during the half-year period in which the above sanctions were given, a pupil may receive a 2 or 3 for Behaviour on the Mid-Year or End-of-Year Report.

Conditional Expulsion*

The pupil is conditionally expelled from the College for serious acts that affect the safety and security of others. This sanction could be used in serious single breaches of the

¹ This includes parents when they are the legal representative.

School Code without previous incidents. It could also be used for behaviours that previous actions, warnings and reprimands have not solved. Non-exhaustive examples include serious instances of bullying, vandalism, stealing, assault (physical or sexual), inappropriate touching and discriminatory or disruptive behaviour. Other examples include bringing addictive substances or potential weapons into school although these may lead directly to expulsion.

Particularly gross verbal and intentional physical attacks by a pupil against other pupils or school staff are always considered a serious breach of the obligations set out in the Education Act, for which the pupil may also be conditionally expelled. This will also result in a 3 for Behaviour. This sanction can last up to one year. Any subsequent breach of the School Code within the duration of the conditional expulsion is likely to initiate expulsion proceedings.

Expulsion*

The pupil is expelled from the College for very serious acts that affect the safety and security of others. This sanction could be used in very serious single breaches of the School Code without previous incidents. It could also be used for behaviours that previous actions, warnings, reprimands and conditional expulsions have not solved. Non-exhaustive examples include very serious instances of bullying, vandalism, stealing, assault (physical or sexual), inappropriate touching and discriminatory or disruptive behaviour. Other examples include using, supplying or dealing in addictive substances and bringing weapons to school, especially if any aggravating factors are present.

**Conditional expulsion and expulsion can only apply to those pupils who have completed their compulsory school education. While each case is carefully investigated, this usually refers to pupils in Year 3 or above. Also, conditional expulsion and expulsion are executed through the state administrative proceedings.*

D: Merits

Pupils may be awarded a Merit when they display any of the traits in the IB Learner Profile. These relate both to academic effort and contribution to the wider life of the school. Merits will be awarded through the school's Information Management System. In normal circumstances pupils will be given one Merit at a time. The Senior Tutors/Upper School Team have the discretion to give up to five Merits at a time for exceptional contributions.

Five pupils from each year group who have accrued the highest number of merits throughout the school year will be awarded a Headmaster's Commendation (Gold Award) in an end-of-year assembly. The Headmaster may also issue a Headmaster's Commendation for outstanding contributions to school life at his discretion.

Awarding Merits:

Area To Award Merit	Suggested Learner Profile Characteristic	Example of Type of Activity
Academic	Thinker; Knowledgeable; Inquirer; Risk Taker; Communicator; Reflective	Excellent work – homework or classwork contributions Outstanding contributions to group work – e.g. tutoring younger pupils Leading a lesson
Attendance	Balanced; Principled; Inquirer	Given to pupils where attendance has been excellent: 100% each term
Attitude	Principled; Open-minded; Reflective; Inquiring; Risk Taker; Balanced	Active contributions in lessons and tutor time Active participation in House/ECA activities etc. Improvement in Attitude to Learning
Behaviour	Balanced; Communicator; Principled; Open-minded; Caring	Excellent conduct in class, around the school and on school trips etc.
Effort	Inquirer; Reflective; Caring; Thinker; Principled	Makes contributions to assemblies Consistently good or improved application in lessons/tutor time etc. ECA work etc. Charity contributions
Creativity and Endeavour	Balanced; Reflective; Inquirer; Risk Taker	ECA contributions; excellent sporting contributions House competitions/contributions CAS activities etc. Personal extra-curricular participation in school events such as choir/drama/concerts

E: Assessment

Assessment at the ECP will help pupils to understand their current level of progress and how they can improve in the future. Teachers will explain how grades are arrived at and share the mark schemes and success criteria used.

Attainment grades at the ECP are awarded using our standardised grading criteria. This framework is designed to consistently encourage pupils to develop the study skills required to succeed at IB and later in life, rewarding higher-level approaches to learning, such as analysis, evaluation and creation.

Teachers use their professional judgement to apply the criteria in a manner that is appropriate to the level of study, so the exact requirements to attain each grade will vary according to year and subject, but the principle behind the grading will remain consistent.



Attainment Levels at ECP

	Knowledge and Understanding	Analysis & Evaluation	Problem Solving	Creativity	Communication
7	Shows exceptional understanding of subject. Subject knowledge enhanced through independent inquiry.	Shows exceptional ability to analyse and evaluate information. Is able to draw conclusions and apply learning to previously unseen situations.	Independently identifies and analyses complex problems, and formulates effective and practical solutions.	Formulates original expressions and outcomes of key ideas. Makes innovative connections between ideas.	Communicates fluently and precisely in a range of complex situations. Consistently uses a wide range of subject-specific vocabulary.
6	Shows very good understanding of subject. Some evidence of independent inquiry.	Shows very good ability to analyse and evaluate information. Is sometimes able to apply conclusions to previously unseen situations.	Identifies and analyses complex problems, and formulates effective and practical solutions.	Formulates expressions and outcomes of key ideas. Makes effective connections between ideas.	Communicates fluently and effectively. Consistently uses specialist vocabulary.
5	Shows good understanding of subject. Some evidence of independent inquiry.	Shows good ability to analyse and evaluate information. Sometimes attempts to apply conclusions to previously unseen situations.	Identifies and analyses most problems, and formulates effective and practical solutions.	Develops some effective ideas that are appropriate to the task.	Communicates in a manner that is clear and appropriate. Frequently uses specialist vocabulary.
4	Shows satisfactory understanding of subject.	Shows satisfactory ability to analyse and evaluate information.	Identifies and analyses limited range of problems, and formulates simple solutions.	Modifies an existing idea.	Usually communicates in a manner that is clear and appropriate. Sometimes uses specialist vocabulary.
3	Shows basic understanding of subject.	Shows basic ability to analyse and evaluate information.	Identifies and analyses a limited range of problems, and formulates simple solutions.	Makes limited use of existing ideas with occasional modification.	Sometimes communicates in a manner that is clear and appropriate. Makes little use of specialist vocabulary.
2	Shows insufficient understanding of subject.	Shows poor ability to analyse and evaluate information.	Identifies and analyses a limited range of problems, but formulates irrelevant solutions.	Replicates existing ideas.	Communication is often unclear or demonstrates high levels of misunderstanding.
1	Shows very little or no understanding of subject.	Shows very little or no ability to analyse and evaluate information.	Rarely identifies and analyses problems or formulates relevant solutions.	Very little understanding of how to replicate existing ideas.	Communication is unclear and demonstrates high levels of misunderstanding.

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Pupils on all courses at the ECP will receive grades between 7 and 1. Grades between 3 and 7 are considered passing grades. However pupils with a Grade 3 in a subject will need to work hard to improve this. Pupils will need to complete any extra work set by the school to help them catch up.

IB Grade	English Report (ATT) Equivalent	Czech Grade Equivalent
7	7	1—výborný
6	6	1—výborný
5	5	2—chvalitebný
4	4	3—dobrý
3	3	4—dostatečný
2	2	5—nedostatečný
1	1	5—nedostatečný

In addition to the Mid-Year and End-of-Year reports, pupils will receive grades at four Progress Checks (2 for Year 6), which will be used by the school to monitor progress. These grades are intended to show the pupils' current working grade (over the past 6-8 weeks). Pupils who are falling below the levels expected will be offered support to help them improve their grades. Progress Check 1 will also include a Tutor comment for new pupils, summarising how they have settled into the school.

At the Mid-Year and End-of-Year points pupils will also receive a grade that will appear on their official Czech Report for this period. These grades will reflect a pupil's overall attainment over these half-year periods.

Assessment of Attitude to Learning

Pupils will also be given a grade to indicate how well they are engaging with school and their approach to their studies. These are on the following scale:

- A = Very Conscientious
- B = Good
- C = Satisfactory
- D = Poor
- E = Unsatisfactory



ECP Attitude To Learning Guide

A	Very Conscientious	<ul style="list-style-type: none"> • Displays exceptional commitment, enthusiasm and excitement for learning • Actively asks questions/suggests steps, actions in order to explore issues, events or problems from different perspectives • Enjoys being creative, can develop alternative approaches and is prepared to take risks with his/her learning • Takes an individual approach but collaborates very effectively with other learners • Controls and owns his/her own learning (including always keeping to deadlines); perfect or near-perfect attendance • Is always properly equipped with correct books, equipment etc.
B	Good	<ul style="list-style-type: none"> • Is very motivated to learn and make the most of every opportunity • Asks questions to extend his/her learning • Is prepared to vary approaches and learns from his/her mistakes • Often shows the ability to work independently but also works effectively in teams • Manages his/her time and tasks effectively including homework and deadlines in general; has very good attendance and makes up for any classes missed • Rarely lacks correct books, equipment etc.
C	Satisfactory	<ul style="list-style-type: none"> • Shows some interest in improving his/her learning • Sometimes seeks assistance from the teacher or other learners • Tends to rely on other learners to come up with alternative or creative approaches, but accepts these and follows them; generally stays within his/her comfort zone • Participates in all phases of the lesson • Homework is completed to an acceptable standard, with deadlines usually met; good attendance record • Is usually equipped with the right books/equipment
D	Poor	<ul style="list-style-type: none"> • Sometimes lacks the motivation to learn and is sometimes put off by failure • Can easily go off-task but does respond to teacher intervention • Appears reluctant to modify or depart from limited approaches • Can be reluctant to participate in all activities and is less active when working in teams • Finds it difficult to stick to deadlines and learning is interrupted by frequent absences • Is sometimes without appropriate equipment/books
E	Unsatisfactory	<ul style="list-style-type: none"> • Shows little interest in improving his/her understanding of the subject; is quickly put off by failure • Does not ask questions • Generally passive and often disengaged • In class displays uncooperative/disruptive behaviour which impacts on own and others' learning in teams and plenaries • Learning is severely affected by persistent absences; deadlines are frequently missed • Is often without appropriate equipment/books

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Assessment of Behaviour

Pupils will receive a grade (1-3) for Behaviour on the Mid-Year and End-of-Year reports. The majority of pupils should expect to receive a Grade 1, but where poor behaviour merits it, the Headmaster, in consultation with teachers, tutor and Senior Tutors, may issue a Grade 2 or Grade 3 as described below.

Grade 2: May be issued for continuing misbehaviour, where previous warnings and reprimands have not effected any improvement; for poor effort in class and homework; for missing major IB coursework deadlines, lates and unauthorised absences; or for other misconduct and breaches of the School Code.

Grade 3: May be issued following no effective response to previous warnings and reprimands and Grade 2s for Behaviour (for reasons above) or serious levels of lates and unauthorised absences; and issued for major misconduct and serious breaches of the School Code such as possession or dealing in addictive substances, physical assault, damage to property, theft, bullying, etc.

F: Progression from Year to Year

Attendance Criteria

Each pupil's attendance rate for effective learning is expected to be a minimum of 90%; any pupil with an attendance rate lower than 90% might find themselves having not attended enough lessons and done enough work to be classified in the usual reporting period at the end of January or June. Pupils in this situation will get an opportunity to be classified by 30 June for the first half-year and by 30 September for the second half-year period.

Academic Criteria

Academic criteria for progression are specified in the Policy on Failing Grades, Unclassified, and Released Reports, which is outlined below.

Progress Checks

ECP	Czech Report	Reason why awarded	Actions / Rationale
1 or 2	-	Poor attainment, including work not handed in for reasons within the control of the pupil / parents.	Progress Checks exist to give parents, teachers and pupils an accurate snapshot of actual performance over the preceding few weeks.
U	-	Pupil might not have been classified within the usual reporting period due to absence or work not handed in for reasons outside the control of parents / pupil.	Should be classified within 3 weeks, unless there are special circumstances that prevent this.
R	-	Released from subject.	No action required - the pupil is legally excused from the subject.

Mid-Year Report

ECP	Czech Report	Reason why awarded	Actions / Rationale
1 or 2	5 - failing grade	Poor attainment, including work not handed in for reasons within the control of the pupil / parents.	The pupil has failed on the MYR. Parents are informed. Senior Tutors/UST contact parents inviting dialogue with them, or relevant subject teachers, regarding the causes of failure.
U	NK	Pupil might not have been classified within the usual reporting period due to absence or work not handed in for reasons outside the control of parents / pupil.	Should be classified as soon as possible, but certainly before the end of the school year.
R	UV	Released from subject.	No action required - the pupil is legally excused from the subject.

End-of-Year Report*

ECP	Czech Report	Reason why awarded	Actions / Rationale
1 or 2	5 - failing grade	Poor attainment, including work not handed in for reasons within the control of the pupil / parents.	<p>Pupils who have 3 or more failing grades must apply to the Headmaster if they wish to repeat the year. They cannot progress.</p> <p>When pupils receive 1 or 2 failing grades, their parents will be contacted by the relevant faculty leader who will offer to meet (in person or online) to talk through the implications. This contact will be made before the Senior Deputy Head sends the official letter notifying parents of their rights and options.</p> <p>Pupils with 1 or 2 failing grades must take commission examinations by the end of August at the latest. If they pass in all the subjects they failed, they can progress to the following year, or else they must apply to the Headmaster to repeat the year.</p>
U	NK	Pupil might not have been classified in the usual reporting period due to absence or work not handed in for reasons outside the control of parents / pupil.	<p>Pupils are given a project or other work to do over the summer holiday. This is called an additional assessment. If this is completed satisfactorily by the end of September, they are awarded a passing grade, or else it becomes a failing grade. In the case of getting a failing grade in the alternative assessment, a pupil has the right to reassessment in a commission exam.</p>
R	UV	Released from subject.	No action required - the pupil is legally excused from the subject.

* Year 6 are not permitted to sit the Maturita orals if their End-of-Year report contains U (NK) or a failing grade. If they do not attain a passing grade, they must submit work in the summer if they are to take the Maturita orals in September. Without taking the oral exams they do not get the Maturita certificate.

If a parent/guardian has doubts about a grade/grades given on the Mid-Year or End-of-Year report, he/she can appeal to the Headmaster within three days from receiving the information about the grade.

The Right to Additional Assessment

Alternative Assessment

Pupils who are ungraded on their End-of-Year report for any reason have the right to alternative assessment, which needs to be done by the end of September of the following academic year. This is not a commissional exam. In the case of getting a failing grade in the alternative assessment, a pupil has the right to reassessment in a commissional exam. A pupil can provisionally start the following year without having passed the year, but assessment for the first half-year must be finalised by 30 June and for the second half-year by 30 September, otherwise they need to repeat the year or leave the College.

Commissional Exam

The three cases below result in commissional exam(s) being offered/ordered.

Case 1: **The right to reassessment.** Pupils who fail 1 or 2 subjects.

Case 2: **The right to appeal.** Pupils/their parents have a right to appeal the result of one or more of the failing grades on the school report. The appeal must be requested by parents (or the pupil if they are over 18) no more than three days after being informed about the failing grades. The appeal does not reinvestigate the original examination(s) with a view to re-marking.

Case 3: If the **absence** of a pupil in the given subject reaches more than 20% during the classification period or if the teacher does not have sufficient documents for the classification of the pupil, the Headmaster may order a commissional examination.

The commissional exam must take place within two weeks (of the notification of failure or appeal) or on another date agreed upon with the parents/guardians/pupil over 18. The pupil is awarded a grade at the end of the commissional exam. If it is a passing grade (and all their other grades are passing grades), they may progress, but if they fail any of the commissional exams, they need to leave the school or apply to the Headmaster to repeat the year. The result of the commissional exam is final and cannot be challenged further.

Commissional Exam Assessment Details

The commissional exam is a viva voce (oral examination) and it involves a panel of three: the Headmaster (or his appointed representative) and ideally two subject specialists, one of whom should be the original subject teacher (if possible). The aim is to thoroughly assess the pupil's understanding, and the process should be approached neutrally, without a predetermined desire to either uphold or overturn the original grade. The parent(s) can request to be present, but being allowed to do so is at the sole discretion of the Headmaster.

Procedure

- If more than one commissioning exam is required, because there are multiple failed subjects, they should occur on different days.
- The process should take approximately 45 minutes.
- The pupil should be provided with paper, writing materials, and board markers.
- Once the pupil is told the pass mark and given the questions, they have 20 minutes to prepare their answers.
- The pupil then talks through their answers and can use the board or notes on paper to help them explain.
- The examiners can ask questions to probe the pupil's understanding. The aim is to ascertain the level of understanding, which may have been obscured by difficulties in written communication.
- Questions should be neutral, neither leading easily to the answer nor trying to catch the pupil out. It is acceptable to give an answer to allow the pupil to tackle the later part of a longer question, but the pupil then must score zero for those initial sections.
- The pupil should be given a final opportunity to add to their answers before being asked to leave the room.
- The panel members vote on a final grade.
- The pupil is called back into the room and told the grade.

Headmaster

The Headmaster (or his representative) does not take part in the questioning; they are present to ensure that due process is followed, and to confirm the outcome. The main responsibilities are:

- To welcome the pupil and explain the procedure and possible outcomes.
- To be a reassuring but neutral presence.
- To observe the questioning and confirm that it is fair and reasonable.
- To observe the discussions of the subject specialists when they are deciding on the outcome, and to adjudicate in the event of disagreement.
- To support the subject specialists in their decision.
- To inform the pupil of the outcome and its implications, and to complete the paperwork required.
- To bring the paperwork, question paper, and any pupil notes to the Head of Czech Educational Matters.

Subject Specialists

The subject specialists are the questioners. Their main responsibilities are:

- To select the questions to be asked prior to the oral examination. If there is more than one appeal regarding the same year and subject, they must prepare packs of different but equivalent questions and the candidate will randomly select a pack.
- To inform the candidate of the pass mark, before the candidate looks at the questions.
- To assess the pupil's understanding, taking account of their written and oral responses.

- To decide on the number of marks that the candidate has attained on each question, and the total.
- To vote on a final grade that will go on the report.

G: Individual Education Plans

An **Individual Education Plan** (hereinafter referred to as 'IEP') is a form of full-time study that enables a pupil to master the content and scope of the curriculum while completing a lower number of teaching hours, without compromising the pupil's classification.

The Headmaster may allow education according to the IEP:

1. to a pupil with special educational needs or exceptional talent
2. due to a long-term illness and thus an increased absence
3. also for other serious reasons:
 - a. a pupil from Year 3 to 6 who has shown excellent sports performance and results (i.e. is in the national team, is the winner of the Czech national championships, etc.).
 - b. a pupil from Year 3 to 6 engaged in demanding artistic extra-curricular activities.

Requirements of the IEP application:

1. **for pupils with special educational needs or exceptionally talented pupils**
 - a. The school counselling facility will issue recommendations for the IEP.
 - b. The pupil or the legal representatives send an application to the Headmaster at headmaster@englishcollege.cz. The application must contain basic information about the pupil (name, date of birth), date of submission of the application and in particular, sufficient justification of the application and the period of required validity* of the IEP.
2. **due to a long-term illness**
 - a. The pupil or the legal representatives send an application to the school to the Headmaster. The application must contain basic information about the pupil (name, date of birth), date of submission of the application and in particular, sufficient justification of the application and the period of required validity* of the IEP.
 - b. The application must be accompanied by a doctor's statement/recommendation.
3. **due to demanding sports extra-curricular activities**
 - a. The pupil or the legal representatives send an application to the school to the Headmaster. The application must contain basic information about the pupil (name, date of birth), date of submission of the application and in particular, sufficient justification of the application and the period of required validity* of the IEP.
 - b. The application must be accompanied by a recommendatory opinion of the sports club that the pupil is a member of. This certificate must be issued by a sports organisation representing this sport in the Czech Republic.
 - c. The application must be accompanied by a training plan confirmed by the Sports department.

Prerequisites for IEP permission by the Headmaster:

1. The application for an IEP contains all the required documents.
2. The pupil did not have a Grade 2 or 3 for Behaviour in the previous school year, the pupil did not receive a Headmaster's Reprimand, and was not involved in any incident connected to alcohol, addictive substances, bullying or carrying weapons to school.
3. In the previous school year, the pupil performed all tasks arising from the IEP.
4. In case of an application due to the demanding extra-curricular sports activities, the pupil represents ECP in school sports events.

IEP validity:

1. An IEP becomes valid only after the final IEP plan is signed by the Headmaster. It is not possible to leave lessons based on an IEP prior to the final approval of the Headmaster.
2. An IEP can be modified throughout the school year as needed.
3. An IEP is valid only for the current school year. If the reasons for its continuation persist, it is necessary to apply for this study plan again for each subsequent school year.
4. If there is a serious violation of the agreed individual study plan, the Headmaster may decide to cancel it.

*The application is submitted for a definite period, for a maximum of one school year.

Unless exceptional circumstances apply, IEP and other discretionary releases will only be processed if requests from parents are made during September and January of each year. The method of assessment will clearly be stated in the IEP and will allow each pupil to be provided with appropriate and equivalent academic grades. Pupils not adhering to the terms of the IEP (e.g. not attending the Library if stated) are liable to have it rescinded at the discretion of the Headmaster.

H: School Routines

The College is operating a temporary timetable during the period when it is split over two sites, to minimise the amount of times teachers and pupils need to move between sites. The timetable will run within the 8.00 to 16.00 envelope every day. Specific lesson times are a subject to change in relation to relocation updates. During 2024-25 we will use timetabled lessons on Tuesday afternoons as a designated time for House activities, community events and assemblies.

Extra-curricular activities take place during lunch breaks, after school or at other times by arrangement. The College is officially open between 7.30am and 4.30pm Monday to Friday during term times. We cannot take responsibility for pupils on or around the premises before or after these times. We also cannot take responsibility for pupils when they are travelling between school sites during the school day.

I: School Policies and Headmaster's Directives

The school policies and directives below are published on the ECP website. These are an integral part of the school policies and are binding for all pupils, legal representatives and staff.

- Health & Safety Policy
- Safeguarding and Child Protection Policy
- Equal Opportunities Policy
- Policy on Smoking, Drugs and Substance Abuse
- Anti-Bullying Policy
- Policy on Academic Honesty and Cheating
- Parental Complaints Procedure
- Rules for IB World Schools: Diploma Programme
- Data Protection and ECP Privacy Directive
- Headmaster's Directive on School Trips and Events held outside the School
- Safety and Crisis Plan
- Admissions Policy
- Bursary, Scholarships and Other Financial Awards Policy
- Fundraising and Donations Policy

Please contact the School Office Manager at pa@englishcollege.cz if you would like to receive a hard copy of these policies. If parents wish to discuss the policies, they should contact the Headmaster.

End of School Code
