

# KOŘENDA

## School User Manual

Elementary School and Kindergarten Prague 5 Smíchov,  
Kořenského 10/760,  
state-funded institution



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## Introduction

*Dear parents and guardians of pupils, dear pupils, and others involved in elementary school, this is a guide to help you navigate our local customs and procedures.*

*The core values that we want to establish through our cooperation are:*

- **safety,**
- **responsibility and**
- **quality education**

*Naturally, our school's utmost priority is the quality of education for pupils. This priority is best achieved for all the involved parties in an atmosphere of safety and peace with the shared responsibility between those who educate and the receivers of the education, as well.*

*To do this, we need you to respect our rules (so that we can act on them together), and to communicate openly and truthfully with and about us.*

*We view open communication as a polite and kind way of sharing information, knowledge, attitudes, and emotions. If you have a suggestion regarding your needs and wants, or a comment about us, it is to be shared primarily with the directly involved person.*

*It is also our priority to discuss matters concerning you and your child with you and your child directly.*

*We are a school for almost all types of learners, respecting their individuality and specific learning needs while using and developing their childhood dreams and creativity. We are aware of our limits and see the boundaries of inclusion.*

*We expect a cooperative effort on the education from pupils and their legal representatives. We respect the parents' rights to educate their children in any way they wish; however, in order to successfully implement the educational processes, we require the acceptance of our rules and practices.*

## The School Core Values

- ✓ quality education within the individual capabilities and needs of each pupil
- ✓ safety and peace for pupils and adults (teachers, non-teachers, parents, guests)
- ✓ responsibility of all parties – adults and pupils

To fulfill our values, we need

- ✓ your understanding and recognition of the “School Rules” (in the “Documents” section on the school website) <https://www.zskorenskeho.cz/skola/dokumenty/>
- ✓ open communication
- ✓ respectable and kind behaviour
- ✓ timely arranging of appointments: the necessary contact information can be found in the “More Contacts” section <https://www.zskorenskeho.cz/kontakty/>

As part of our educational program, we offer you

- ✓ communication (in both Czech and various foreign languages)
- ✓ use of technologies and individual development
- ✓ use and development of creativity
- ✓ environmental education, education in the spirit of democracy, and respect for life, traditional values, and the environment

The school curriculum

is accessible on the school's website in the “Educational process” section together with short annotations on individual subjects <https://www.zskorenskeho.cz/skola/vzdelavaci-proces/>

## What Is Important to Us

- ✓ we look for the best in each pupil
- ✓ we help every pupil that wants to be helped
- ✓ we help how we can – but understand our limits
- ✓ we respect the parent's sovereign responsibility of the child
- ✓ we recognise the pupil's responsibility for their education
- ✓ we bring our professional opinion and expect the cooperation with parents to be on a level of partnership
- ✓ we respect individual and specific learning needs
- ✓ we use a variety of pedagogical and didactic approaches

## What We Expect from Parents and Pupils

- ✓ cooperation between family and school
- ✓ communication with one another through the following channels:
  - **website** - general school agenda, current events, information boards of individual classes
  - **email** - communication between teachers and parents, general messages to guardians, excusing absences, arranging appointments
  - **electronic report book (Bakalari system)** under your password – overview of marks and lessons, <https://www.zskorenskeho.cz/skola/zakovska/>
  - **physical report book** - excusing absences; behaviour notices; schedule changes; parents' twice monthly confirmation of self-informing on the updates in the document; your current telephone contact, when in need of emergency communication
  - **a daily planner or pocketbook** to keep track of homework
- ✓ family support for pupils (**material support** – school supplies; timely payment of fees; snacks, drinks, and clean clothes every day; **a final check when leaving home** - right textbooks and supplies; locker keys; the report book, lunch IC chip; **psychological support** - encouragement, continuous transfer of responsibility from parent to pupil)
- ✓ communication with the school in case of long-term absence and a pledge to complete at least some portions of homework in such situations

- ✓ communication between parents and school in case of behavioural or performance changes in the child (with either the class teacher or the subject teacher, possibly with other school staff, if recommended by the class teacher)

## The Daily School Routine

### Arriving at school

- ✓ We require security for our children - parents or any other accompanying persons do not enter the school building (they wait for the child or teacher in the entrance hall).
- ✓ In the interest of safety and hygiene, pupils come to school clean, neatly dressed, and healthy.
- ✓ The school is open from 7:35 to 7:55; a later arrival is written up as a late one.
- ✓ There is pedagogical supervision on all floors before classes and during breaks.
- ✓ Each pupil has their own locker and is obliged to lock it (in case of an emergency we are able open it); the locker key is given to the pupil against a deposit of 100 CZK.
- ✓ If the key is lost, the pupil must report it to the school office without delay.
- ✓ Pupils change their shoes (hygiene, safe movement around the building in appropriate footwear).
- ✓ **At 7:55, the pupils are in the classroom** and are ready for their lessons with all of the required items on their desks.

### Teaching

- ✓ Beginning of class is announced by the ringing of the bell. The pupil is ready for the lesson and waits in silence for the teacher to arrive.
- ✓ If the pupil is missing any of the required items (does not have the report book, supplies, or homework...), they apologize at the beginning of the lesson.
- ✓ The teacher leads the lesson, and the pupil follows their instructions.

### What breaks are for

- ✓ The priority of a break is to prepare for the next lesson and fulfill the primary human needs: toilet, drink, snack.
- ✓ Only after these needs have been met is the pupil allowed to have free time within the classroom or corridor.

## Leaving school

- ✓ After the last lesson, primary level pupils (1<sup>st</sup> to 5<sup>th</sup> graders) go to the after-school club, or home with or without an accompaniment according to the requirements of their legal guardians; lower secondary level pupils (6<sup>th</sup> to 9<sup>th</sup> graders) leave on their own.
- ✓ If a child is to leave class during the day on their own, the legal guardian takes responsibility for the child; the pupil hands over the letter to the class teacher (including a date, a statement of reclaiming the responsibility for the pupil, the name of the pupil, and the signature of the legal guardian).
- ✓ If the child leaves class during the day accompanied by a parent, the parent or the authorised person picks the child up during break time.
- ✓ Reasons for a pupil's absence must be communicated by the parent within 48 hours (e-mail, telephone), and upon return to school, the pupil presents a written excuse in the record book to their class teacher within 72 hours. Otherwise, the absence is counted as unexcused.
- ✓ Releases from classes during the school year (rehabilitation stay, etc.) are handled by the guardian and the class teacher.

## From Preschooler to Pupil

- ✓ Your child's compulsory schooling commences at the beginning of the school year immediately following the day they reach the age of six, unless a deferral is granted
- ✓ the parent applies for a deferral on the basis of a recommendation from a school counseling facility, and a recommendation from a paediatric district doctor
- ✓ the legal guardian is obliged to register the child for compulsory school attendance
- ✓ **the beginning of compulsory schooling may be postponed at latest until the start of the school year in which the child reaches the age of eight**
- ✓ enrolment takes place on pre-announced dates in April (information on the school website)
- ✓ we must prioritize accepting children from our catchment area, and if we do not fill our capacity with such applicants, we may accept others
- ✓ to enrol your child into 1<sup>st</sup> grade you need:
  - your ID card (or passport and certificate of residence in the Czech Republic),
  - the child's birth certificate and
  - your child's health insurance card and health card.

## First days at school

- ✓ in the first week of school, the number of lessons increases gradually (from one to four lessons)
- ✓ parents' class meeting is held on the first day of school, others according to the school year schedule
- ✓ the children are given their workbooks and syllabaries
- ✓ only parents of pupils in the first and preparatory grades are allowed to accompany their children to class; in the following days we begin to encourage the pupils to be independent

## Upper primary pupils (3<sup>rd</sup> - 5<sup>th</sup> grade)

- ✓ pupils learn to develop their own opinions, and confront the claims of adults with their own; these opinions are important to us; the pupils learn to cooperate with each other, and respect opinions of others
- ✓ we regularly include class-building lessons to address current class issues
- ✓ from 4<sup>th</sup> grade onwards, classroom representatives are elected to the school parliament
- ✓ from 3<sup>rd</sup> to 5<sup>th</sup> grade, friendships are encouraged both inside and outside the classroom, children are encouraged to spend time together in the after-school club or in extra-curricular activities offered by the school, as well as to gradually take responsibility for their own education
- ✓ if the pupil is aware of not understanding something, they are encouraged to ask for help

## Assessment

- ✓ pupils are assessed according to the predetermined criteria that are established in the first lessons of respective subjects
- ✓ we also lead pupils to self-evaluation and positive evaluation of other pupils
- ✓ the marks provide information on the extent to which they obtained the required knowledge, skills, and habits, and is also supposed to serve as a motivating element to increase their participation
- ✓ the final mark on the report card is not an arithmetic average of the marks in the record book



# School Lunches

The school does not have a school kitchen; however, we do have a canteen and the lunches are delivered from a nearby school.

- ✓ **Please note that in order for your child to start their lunches, you must:**
  - complete the application form, for last year's boarders you can also apply via email: [bergerova@zskorenskeho.cz](mailto:bergerova@zskorenskeho.cz)
  - carry out the payment on the provided account
  
- ✓ new boarders (including 1<sup>st</sup> graders) do not have a variable symbol, so we ask their parents to visit the school office in person, see the website for opening hours
- ✓ the boarding fees will be paid under the given variable symbol (four-digit code) by bank transfer to the account: **27-6622720237/0100**
- ✓ the variable symbol must be entered correctly, otherwise the payment will not be identified in time to be assigned to the boarder's credit
- ✓ **the payment for a calendar month must be accounted for by the 28th of the preceding month** (except for September, see website)
- ✓ the boarding fee must be paid in an amount that will suffice for the following month (price of lunch × number of school days in the following month)
- ✓ the credit amount may be viewed online at [www.e-jidelnicek.cz](http://www.e-jidelnicek.cz) by entering your child's login and PIN (issued after the payment of the IC chip deposit)
- ✓ when the credit is exhausted, the IC chip is automatically blocked, and lunches cannot be ordered
- ✓ **ordering lunches** - pupils order lunches in person with their IC chip at the ordering booth in the school building (10.00 a.m. – 1.45 p.m.) or online at [www.e-jidelnicek.cz](http://www.e-jidelnicek.cz) (2.30 p.m. – 8.00 p.m. after entering their login and PIN)
- ✓ **cancelling lunches** - in person with the IC chip, online at [www.e-jidelnicek.cz](http://www.e-jidelnicek.cz), or by phone at 257 326 119 until 1.30 p.m. for the following day
- ✓ the minimum number of portions to order menu 2 is twenty, if there are fewer orders, menu 1 will be assigned automatically
- ✓ **if a pupil forgets their IC chip at home**, they will come to the office and receive a slip, on the basis of which lunch will be issued to them

## After School to the After-School Club

- ✓ The morning school club is open daily from 6.40 a.m. to 7.30 a.m. (those arriving after 7:30 do not go to the club, but straight to class)
- ✓ The afternoon after-school club is open daily from 11.40 a.m. to 5.00 p.m. (unless specified otherwise in advance)
- ✓ the children are picked up or leave independently from 11.40 a.m. to 1.30 p.m., and 3.30 p.m. to 5 p.m. according to their registration cards; if the child leaves alone, the parent takes over the responsibility for their child
- ✓ children are not to be picked up between 1.30 p.m. and 3:30 p.m. (due to outdoor activities, social activities)
- ✓ signing your child in or out is addressed to the Primary level Deputy Head Teacher (also electronically)
- ✓ registering for the club – through the enrolment slip upon the child's entry to the school, downloadable from the school website
- ✓ cancelling the child's participation on the club – through a cancelling slip, that is handed over to the Primary level Deputy Head Teacher; the monthly payment is non-refundable, therefore the child is registered until the last day of the month
- ✓ the payment for the after-school club must be completed by the 25th day of the preceding month to the school account; it is possible to pay for several months at a time
- ✓ the payment for the after-school club is accepted only by bank transfer, please deposit the amount to the school account, account nr.: **27-6622720237/0100**
- ✓ to identify the payment, it is necessary to specify the variable symbol, which is created by adding the digit **3 (3XXXX)** in front of the four-digit variable symbol for the lunch fees
- ✓ repeated non-payment of tuition fees will result in the child's expulsion from the after-school club
- ✓ Pupils in grades 3-5 can enroll in the free of charge school lunchtime club, which provides supervision of pupils during the break before afternoon classes (the enrolment slip for the lunchtime club can be found on the website <http://www.zskorenskeho.cz/druzina/rad/> or obtained from the class teacher
- ✓ If a child attends the lunchtime club, they should be registered for lunches at school or be provided with enough food from home
- ✓ children attending the school club have a school club report book (information about the running of the school club, events, etc.)

- ✓ repeated troubles with compliance to the rules and regulations of the school club may lead to the child being expelled from the school club
- ✓ The school club does not provide supervision during parent-teacher conferences, except for first and preparatory grades during the first parent-teacher conference and for first graders during the garden party.

## Transition to Lower Secondary School (6<sup>th</sup> to 9<sup>th</sup> Grade)

The transition to lower secondary school is gradual - from first grade onwards, pupils are getting accustomed to different teachers, and gradually get used to the increasing workload and demands for independent learning.

- ✓ If possible, an adaptation course is organized in September of 6th grade.
- ✓ Class teachers organise organizational lessons for their pupils as needed
- ✓ the pupil has the right to consult with any teacher; it is up to the pupil to request the consultation
- ✓ the pupil's rights and duties are clarified in the school rules and regulations, and both the pupils and legal representatives are expected to be acquainted with them
- ✓ the aim is to educate and raise independent individuals who can understand the world, and further improve the knowledge of it to the best of their ability

The school rules and regulations, including the rules for the assessment of results (grades and behaviour) can be found on the website in the “Documents” section.

<https://www.zskorenskeho.cz/skola/dokumenty/>

## After-School Activities for Every Age

- ✓ the offer of afternoon activities for the new school year is published at the beginning of the school year on the school website in the section “Družina/Kroužky”, including information about the running times, first lessons and prices
- ✓ all activities on offer are held on the school premises and the children are handed over between the school club and the activities by the school staff
- ✓ you can register your child online in accordance with the instructions on the website

- ✓ if the activity is run by an external organisation, you must register on their website, as well. The corresponding websites are listed on the schol website, and you will receive relevant payment instructions from the organisation (do not transfer the fees for these activities to the school account)
- ✓ if the activity is run by the school, transfer the payment to the school account, account nr. **27-6622720237/0100**. The variable symbol is the same as the variable code for lunches, but it is preceded by the digit 5.
- ✓ all clubs your child attends can be paid collectively in one payment

## School Consultancy Team

### Career Consultant

- ✓ provides counseling for parents and pupils in choosing a profession
- ✓ determines the pupil's interests in studying at upper secondary schools, cooperates with class teachers
- ✓ is responsible for the correct completion of upper secondary school applications and enrolment cards for upper secondary schools
- ✓ participates in the creation of the thematic plan considering career choices

### Educational Consultant

- ✓ is responsible for the structure and implementation of the support measures in the IVP (Individual Education Programme) and PLPP (Pedagogical Support Plan)
- ✓ is responsible for the allocation and activities of teaching assistants
- ✓ manages teaching assistants and coordinates their work
- ✓ carries out their own diagnostic activities for pupils with PO (support arrangements) for pupils with disabilities
- ✓ suggests tutoring where possible
- ✓ assists teachers in collecting documents for psychological and special pedagogical examinations
- ✓ submits proposals for examinations at the pedagogical-psychological counselling centre or special pedagogical centre for pupils with developmental reading and behavioural disorders, as well as for pupils with sensory, physical, or mental disabilities

## School Prevention Methodologist

- ✓ acts as a provider of counselling at the school together with the educational consultant, school psychologist and social educator
- ✓ their task is to map the school situation; offer help with solving potential risk situations; in more complex situations, the prevention methodologist refers the involved parties to the relevant experts
- ✓ cooperates with teachers and parents on strategies for dealing with specific cases
- ✓ cooperates with other institutions - e.g., state, and local government authorities, educational care centres, counselling centres, health care facilities, the Police of the Czech Republic, social welfare authorities
- ✓ is responsible for the processes of dealing with risk occurrences
- ✓ coordinates the development, implementation, and evaluation of the school

## Prevention Programme

Prevention covers a wide range of areas, such as addictions (gambling, computer, communication, tobacco, social networking, drugs), truancy (including its hidden form, supported by parents). Prevention activities also include building good relationships in the classroom and strengthening children's responsibility and self-awareness.

## School Psychologist

- ✓ provides individual and group care to pupils and adults
- ✓ if arranged, offers consultations with parents

## Social Educator

attends to pupils with behavioural difficulties and social disadvantages, offers conflict resolution and counselling services. They deal with the family situation of the pupil (setting up home preparation for school, integrating the child into the class collective, family and existential problems, and suggestions in the field of cooperation with other subjects).

- ✓ proposes and implements support measures aimed at helping and supporting the pupil in their education and social development.
- ✓ addresses various organisations, potential sponsors, and authorities to ask for help in dealing with specific cases of social hardship – all on behalf of the school.
- ✓ works closely with the curators and various volunteers in an effort to facilitate the family's functioning not only in the field of education but in other social areas, as well.

## If a Pupil Has an Accident

If an accident occurs to a pupil, it is absolutely necessary for the pupil to immediately report the accident to the responsible adult and the accident has to be put in the accident book (provided by the responsible adult).

The school staff will take care of the injured person and inform their parents.

The school has a liability insurance. The injury compensation is handled by the school housekeeper.

## If You Don't Like Something

### School - performance and behaviour

- ✓ problems in performance and other matters in the relevant subject are solved by the teacher concerned
- ✓ The teachers' email addresses and consultation hours are on the school website
- ✓ the Headteacher does consultations as the teacher of her subjects
- ✓ Consultation hours are available for both parents and pupils through prior arrangement
- ✓ other situations should be addressed to the class teacher
- ✓ each class also has its own substitute class teacher (in case the class teacher takes longer absence)
- ✓ the staff update themselves and report to one another when classes are handed over – form teachers use the so-called class pedagogical diary for this purpose
- ✓ the class teacher is obliged to prepare the materials for the quarterly evaluation and has the right to ask any of their colleagues to have a consultation about their class
- ✓ the class teacher receives information from other teachers about everything that concerns their class
- ✓ minor day-to-day matters occurring breaks are always dealt with by the supervising educator
- ✓ both the primary and lower secondary level have an individual Deputy Head Teacher – if you can't reach a solution in the forementioned way, approach them
- ✓ proceed to contact the Head Teacher with your suggestions and complaints, only when you have approached all the before mentioned channels

## After-school club

- ✓ common matters of the after-school club are handled by the educator of the respective department of the after-school club
- ✓ if you are unable to reach a solution, please contact the Primary level Deputy Headteacher
- ✓ the educators in the after-school club may work with the school psychologist, educational consultant, or prevention methodologist

**Complaints of an official nature are only accepted in writing.**

**The complaint must detailedly describe what exactly happened, when and to whom.**

## What Would Help Us

- ✓ parents who understand the purpose of our work
- ✓ positive support of our establishment (in your surroundings, on social networks...)
- ✓ material or financial support
- ✓ praise for the staff (personal or written)
- ✓ suggestions for further development of the school
- ✓ offers for possible cooperation from parents

Thank you for your trust and every type of support.

**If you are dissatisfied or would prefer something to be done differently, please, address us. If you are satisfied, please tell your friends and everyone around you.**

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Základní škola a mateřská škola Praha 5 - Smíchov, Kořenského 10/760,  
state-funded institution



*Brochure for the internal need of the school*

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# Who Can I Contact as a Parent?

