

The School Code

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**The English College in Prague - Anglické gymnázium, o. p. s.
Sokolovská 320, 190 00 Praha 9**

The School Code applies to all pupils, their legal representatives and all school staff from 1.9.2026.

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 laid down in this School Code.

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

When the School Code refers to the rights and obligations of legal representatives, pupils have these rights and obligations themselves on 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.

1. Rights - Pupils & Parents/Guardians

Pupils and their Parents/Guardians (where applicable) have a right to:

- Education according to the School Act, a right to information and counselling in matters relating to education and to a courteous, calm and helpful approach from teachers.
- Hold a religious affiliation and for their own beliefs to be respected, while they should respect the views of others.
- Freedom of opinion and to courteous and respectful freedom of speech, unless this is blatantly discriminatory in its purpose.
- 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.

- Stand for election to the School Council if they are over 18. All pupils, irrespective of age, can join the Student Council.
- Know their grades and the criteria for them (as well as the criteria for other academic rewards).
- Comment on all decisions concerning their educational matters and their opinion must be given attention appropriate to their age and stage of development.
- Be protected from any form of discrimination, physical and mental violence, insults, or abuse. They can file a complaint against any potential humiliation, ridicule or bullying by classmates or teachers via **caring@englishcollege.cz** and the Pastoral Team will acknowledge the report within 24 hours.
- Be aware of disciplinary measures to strengthen discipline (reprimand from the class teacher, reprimand from the class teacher in the school records, reprimand from the Headmaster in the school records; for pupils who have completed compulsory school attendance, also conditional expulsion from studies and expulsion from studies).
- A fair evaluation, taking into account individual specificities.
- Express disagreement with the grading at the end of the 1st or 2nd half-year and request a board (commissional) re-examination (no later than three days after receiving the report card).
- Take a retake/resit exam if graded "Failing" in no more than two compulsory subjects at the end of the 2nd half-year (or 1st half-year for subjects not taught in the 2nd half-year). The deadline for the retake exam is the end of the school year, i.e. 31 August.
- Request exemption from physical education for health reasons (it is necessary to support this with a medical certificate).
- Request absence from lessons for urgent reasons – when approving such requests, individual reasons, academic performance and the total number of absences, attitude and approach to studies and to the school, and potentially top-level sports, cultural and social representation will be considered.
- The protection of their personal data according to the General Regulation on Personal Data Protection (GDPR) and other legal regulations of the Czech Republic.

2. Responsibilities - Pupils & Parents/Guardians

2.1. Attendance & Punctuality

Pupils must:

- Attend school every day during term time, unless their parent or guardian has informed the school of their absence.
- Be punctual for all registrations, lessons, assemblies and events.

Pupils over 18 must further:

- Excuse their known absence via their school email to absences@englishcollege.cz
- Excuse any unforeseen absence within three days counted from the day after the first day of absence at the latest.

Legal representatives are required to:

- Ensure the pupil's regular attendance at school
- Excuse absences according to the School Code

2.2. Behaviour

Pupils must:

- Behave in a courteous, considerate and responsible manner.
- Follow the School Code, other regulations and instructions in the school and whilst at school events outside the school building.
- Show respect to people and property:
 - Bullying, anti-social and inappropriate behaviour will not be tolerated.
 - English is our learning language as it includes everyone.
 - 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 (nor show support for) negative, malicious or abusive material online about either pupils or teachers.

- Be prepared and equipped for lessons. Have a fully charged laptop to use every day. Bring a charger to be able to top up charge during the day.
- Dress in a respectful manner that reflects school values and look clean, tidy and appropriate for academic study. Hats may not be worn inside the College.
- Respect the environment of the College.
- Use technology such as laptops and mobile telephones responsibly.
- Submit work punctually.

Legal representatives are required to:

- Actively engage in discussions regarding their child's education and wellbeing. The Headmaster can insist a parent/guardian comes to school for this purpose.
- Inform the school of any change in the student's medical fitness, health condition, contact details or other serious circumstances that could affect the course of their education, and provide information about any special educational needs.
- Arrange collection of their child from school, school events or trips at their own expense, at the request of the school 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.

2.3. Health & Safety

2.3.1 General Expectations

- Follow all reasonable instructions of the teaching and support staff.
- Follow the safety rules in all areas of the school site, including the Science laboratories and sport facilities.
- Pupils are obliged to store their belongings in an assigned locker.
- Pupils are expected to maintain good personal hygiene and showering after exercise is recommended.

2.3.2 Smoking, gambling, alcohol and addictive substances, weapons, poison and anything else prohibited by law.

The following are not permitted in the College, in close vicinity to the College or on organised College trips:

- Smoking (whether nicotine, vaping, e-cigarettes or use of pouches).
- The possession of, or the use of alcohol or addictive substances
- The offering of alcohol or addictive substances to other pupils
- Coming to school under the influence of alcohol and/or addictive substances
- The possession of weapons
- Gambling, which includes playing cards for money or playing online.

2.3.3 Food and Drink

It is not permitted to consume the following during the school day, at school events or on school trips:

- Chewing gum
- Energy drinks

The consumption of food and drink is not permitted in:

- The Library (except water)
- Computer rooms
- Science laboratories at any time

Single use cups from drinks outlets (e.g. Costa Coffee, McDonalds) are not allowed.

2.4. Assessment & Academic Integrity

Pupils must:

- Read and be aware of information published in the weekly Student Bulletin.
- Check their school email and school intranet regularly (at least once a day).
- Submit work on time, meet deadlines.
- Utilise Google Drive to store documents so that work is not lost.
- Study and learn with honesty.

3. Processes (Daily operation of the school)

3.1. Attendance & Punctuality

3.1.1. Explaining and authorising absences

For pupils under 18 the legal guardian must submit a request for leave via the Parent Portal, according to the schedule below.

Pupils over 18 may excuse their absence via their school email to absences@englishcollege.cz

Table 3.1 - Schedule for notifications for planned absence

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)

The exception to the above schedule is excusing absence for end-of-year trips. Notification of this absence must be submitted by 31 March.

Planned absences due to:

- **study leave** may only be authorised where pupils are taking external 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. The request must also be emailed to the Director of Upper School - nicholas.hill@englishcollege.cz
- **school trips** led by teachers at ECP are automatically authorised
- **ECAs**, organised by a member of staff at the English College, will be automatically authorised.
- **ECA-related** absences for events **not organised** by a member of staff at the English College will not be authorised (e.g. Model United Nations events)

The class teacher regularly evaluates absences. The Senior Tutor is informed about unexcused absences and increased excused absences.

3.1.2. Evidence required for school to authorise absences

If a pupil is absent without warning/agreement then the Attendance Officer will contact parents on that day to inform them their child is not in school.

The College reserves the right to authorise only absences that are necessary and for reasons that the school considers valid.

If the legal guardian of a pupil under 18 wishes to excuse them after a school event outside the school's location (e.g. during the return journey from a school trip), they must email the event organiser at least one week in advance, stating where and when the pupil can be released and confirming that they assume full responsibility for the pupil from that moment. A pupil aged over 18 must do so similarly.

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.

3.1.3. School day and timetable

During term times the College is open to students from 8.00am until 4.15pm, Monday to Friday. The school takes no responsibility for pupils on or around the premises before or after these times.

The timetable runs within the 8.20 to 16.00 envelope every day. Extra-curricular activities take place during lunch breaks, after school or at other times by arrangement.

3.1.4. Cover lessons at the end of the day

Years 1 and 2: will always be supervised by an alternative member of staff for cover lessons. Therefore pupils must remain on site until the normal end time for the day.

Years 3 to 6: when the timetabled classroom teacher is not present for the last period of the day, the pupils will be dismissed early and allowed to leave school.

Arriving late or leaving early

Pupils arriving late or leaving school early must sign in and out at Reception For all pupils under 18, permission from their parents must be provided if they are required to 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 229 or someone in the Pastoral Office (231). Once it is agreed with the legal guardian that they can leave, then all pupils must sign out at Reception

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.

3.1.5. PE lesson attendance

If a pupil is unable to actively participate in a PE lesson due to a previous illness, they are still expected to attend the class and undertake non-playing responsibilities or complete written work reflecting on the lesson they are observing. A parent request for passive participation in a PE lesson needs to be e-mailed to PErequest@englishcollege.cz.

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 PErequest@englishcollege.cz. The request must include the following information:

- full name of the pupil
- a clearly stated reason for non-participation in PE activities
- a medical note
- time for when the request is valid (from - to)

The Director of Sports will then decide if the pupil will be attending PE in a supporting capacity or arrange for 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.

3.1.6. Individual Education Plans

3.1.6.1. What is an IEP?

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

The Headmaster may allow education according to the IEP:

- A. to a pupil with **special educational needs** or **exceptional talent**
- B. due to a **long-term illness** and thus an increased absence
- C. also for other serious reasons:
 - a pupil from Years 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).
 - a pupil from Years 3 to 6 engaged in **demanding artistic extra-curricular** activities.

3.1.6.2. Requirements of the IEP application

A. For pupils with **special educational needs** or **exceptionally talented pupils**

- The school counselling facility will issue recommendations for the IEP.
- The pupil or the legal representatives must 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.

B. Due to a **long-term illness**

- The pupil or the legal representatives must send an application to the school 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.
- The application must be accompanied by a doctor's statement/recommendation.

C. Due to demanding **sports extra-curricular activities**

- 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.
- 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.
- The application must be accompanied by a training plan confirmed by the Sports department.

3.1.6.3. Prerequisites for IEP permission by the Headmaster:

- The application for an IEP contains all the required documents.
- The pupil did not:
 - have a Grade 2 or 3 for Behaviour in the previous school year

- receive a Headmaster's Reprimand
- have any involvement in any incident connected to alcohol, addictive substances, bullying or carrying weapons to school.
- In the previous school year, the pupil performed all tasks arising from the IEP.
- In case of an application due to the demanding extra-curricular sports activities, the pupil will represent ECP in school sports events.

3.1.6.4. IEP validity:

- An IEP becomes valid only after the final IEP plan created by the Senior Tutor is signed by the Headmaster. Provisionally, a pupil can leave lessons on the basis of an IEP during the 30 days from the Headmaster's pre-approval. After one month from the initial request, a pupil may no longer leave lessons based on the IEP if the plan has not been fully signed by the parents, teachers and the Headmaster.
- An IEP can be modified throughout the school year as necessary.
- 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.
- 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 required) are liable to have it rescinded at the discretion of the Headmaster.

3.1.7. PE Release

- 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.
- A complete/partial PE release request can be submitted only for a period of a half or full academic year.
- 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. A doctor's note must be submitted to the PE teacher, the doctor must state exactly the activities from which the pupil is released in the PE class. A pupil typically gets a grade.

- In the case of **complete PE release**, the pupil does not exercise, but is obliged to be registered in the Library or other suitable location within the school building. 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.

An application for release from Physical Education is submitted to the Headmaster by the legal representative or an adult pupil.

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.

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).

The Headmaster will make a decision on the application and inform the legal representative thereof.

3.1.8. B1 Maturita Languages Release

Pupils who meet the below criteria will be placed in the Maturita German/French/Spanish class upon entering Year 5. They will be in this class until the end of Year 6 unless one of the below points is no longer relevant.

- The pupil is taking the Maturita
- The pupil is not taking German/French/Spanish B at IB
- The pupil does not have a B1 certificate (or higher) in the language studied in Years 3 and 4

In the event of the pupil obtaining a B1 (or above) certificate in the language studied in Year 3 and 4, parents can request a subject release from the Headmaster.

The certificate must be sent to headmaster@englishcollege.cz along with an email requesting release to be granted from the Maturita language lesson.

Pupils must attend the lessons until all required documents are submitted by the family and the release has been formally granted and confirmed by the Headmaster.

3.2. Behaviour

3.2.1. ECP Expectations

Name	ECP Expectations	Examples of Low Level Behaviours	Examples of Serious Behaviours
Learning	<ul style="list-style-type: none"> Stay actively engaged and focused in every lesson. Complete classwork and homework to the best of your ability within the agreed timeframe. Take responsibility for your learning by asking questions and acting on feedback 	Disengaged during lessons. Homework not submitted. Doing homework during lesson time.	Plagiarism for assessed work / coursework Misuse of AI for assessed work / coursework Cheating in tests
Respect	<ul style="list-style-type: none"> Treat everyone with kindness, courtesy and consideration at all times. Use language that is polite and inclusive, in person and online. Dress in a manner appropriate for an academic or professional environment. Challenge or report any disrespectful or unkind behaviour. 	Inappropriate conversation when a teacher is talking. Speaking over teacher / peer. Swearing / derogatory language. Inappropriate dress	Bullying Racism Misogyny Persistent swearing / use of derogatory language
Organisation	<ul style="list-style-type: none"> Arrive on time, ready to learn, with all required equipment. Keep track of deadlines and submit work punctually. Let your teacher know, in advance where possible, if you are going to be late or miss a deadline. 	Forgotten equipment for a lesson. Forgotten books for a lesson. Late arrival	Persistent missing equipment / books / late arrival
Technology	<ul style="list-style-type: none"> Use technology purposefully to support your learning. Follow staff instructions about when and how to use devices. Protect your own and others' privacy and safety online. 	Phone out in lessons Opening laptop in lesson, without direct instruction Inappropriate phone use Inappropriate laptop use	Cyberbullying Taking photos of others without their permission. Accessing age restricted content online.
Community	<ul style="list-style-type: none"> Take pride in our school by looking after buildings, facilities, and gardens. Converse in English so that everyone in our community is included. Support and encourage others in their learning, competitions, and personal endeavours. Represent the school positively on trips, online and in the wider community. 	Speaking in lessons in a language other than English	Vandalism

Health & Safety	<ul style="list-style-type: none"> • Follow all safety rules and instructions, especially in PE, Science labs, and specialist areas. • Eat only in designated areas and not during lessons. • Bring drinks only in closed, reusable containers. • Act in ways that keep yourself and others safe, calm and ready to learn. 	No eating in lessons. Drinks in closed, reusable containers	Driving during the school day without permission Using illegal substances Drinking alcohol or smoking
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3.2.2. The School's Obligations in Cases of Serious Behaviour Incidents

The school has a legal duty to inform statutory bodies (e.g. the police and the Orgán sociálně právní ochrany dětí (OSPOD) - Office for the Social & Legal Protection of Children) when something seriously wrong or a crime is suspected and in any case that suggests that an underage child may have been a victim of a crime (only suspicion is needed) The school has this obligation to report even if parents do not want the school to do so. This duty comes from Act No. 359/1999 Coll., on the Social and Legal Protection of Children (§ 6 + § 10/4).

3.2.3. Mobile Phones, Laptops and Social Media

In all lessons the use of mobile phones and laptops is at the discretion of the teacher.

The default position is that phones 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 that lesson and persistent misuse may result in a warning.

Phones must be on silent mode, in bags/coats, not on a pupil's person. Wearable technology must be in 'do not disturb' mode and earphones removed. Lids on laptops must remain closed unless the teacher requests otherwise

- Pupils are responsible for ensuring that personal mobile hotspots are completely disabled before entering the school building; the creation, use, or broadcasting of these networks is strictly prohibited.
- 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.
- Pupils are required to have a light, portable laptop. 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.

Social Media and Online Presence To ensure the College remains a safe, inclusive, and distraction-free environment, the following rules apply:

- **Student-Run Accounts:** Students are not permitted to create or manage social media accounts (e.g. Instagram, TikTok, Facebook, X) that represent the College, its Houses or its activities, or that appear to be official College communication channels. Official internal channels (Student Bulletin, House websites) must be used.
- **Content and Privacy:** Students must not post photography, video or audio recordings taken on the school premises or during school-related activities to any public or student-run social media platforms. This is to protect the privacy rights (GDPR) of peers and staff who have not consented to their image being shared.

3.2.4. Dress Code

The school does not specify the nature of the clothing that students wear and does not designate gendered clothing at school or any events. However the school reserves the right to decide what is “appropriate” or “safe” as below.

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 will 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.

PE Lessons

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.

If a pupil is attending PE, but is not able to participate they are still expected to change into their PE kit.

3.2.5. Valuables, Lockers and Storage of Large Items

Pupils are issued with a locker key. Lost keys must be paid for (120 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.

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.

The College cannot accept responsibility for lost, stolen or damaged property that is not stored safely in a pupil's locked locker. Pupils **should not** bring expensive items to school nor carry large sums of money with them.

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.

Pupils should not take valuables to sports facilities and the school cannot bear any responsibility for loss or damage outside its own buildings.

3.2.6. Food and Drink

Pupils may take tea and coffee and other warm drinks into lessons only in a reusable cup/flask with a secure lid, so they can be consumed without removing the lid.

3.2.7. Use of the Library

Borrowing and Returns

All pupils can:

- Go to the Library to select books in person
- Use Accessit to reserve books online.
- Collect book reservations
- Return books, laptops or chargers to the Library.

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 pre-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.

3.2.8. 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.

3.3. Health & Safety

3.3.1. Moving between sites

The school cannot take responsibility for pupils when they are not supervised, such as when they are travelling between sites, or leave the school site during breaks and at lunchtime. When offsite, or moving between sites, pupils are obliged to:

- Use public transport or walk between school sites.
- Observe the principles of road safety, walking on pavements, using pedestrian crossings or public transport.

Recommended routes for moving between sites:

Sokolovská and Sports complex UNYP Arena (Sparta)

Pupils need to travel for their PE lessons at the UNYP Arena. Pupils must walk directly to the PE venue from Sokolovská, taking the approved route. [The approved route](#) leads along Sokolovská, K Moravině and Kovanecká and takes 13 minutes at walking pace.

Sokolovská and Volleyball Praha

Pupils need to travel for their PE lessons to the volleyball courts, taking [the approved route](#) along Freyova and U Lidového domu. It takes approximately 10 minutes.

Other venues:

Occasionally other sports facilities are used for other specific sports (swimming, ice skating). In addition other venues may be used for Arts Events, Language Examinations etc. On these occasions pupils must follow the instructions included in communication with parents and posted on Google Classroom.

3.3.2. Access to the School Building

Access to the school building is only possible through one of the school's three entrances according to staff instruction. Pupils should use their entry fob/ISIC card to enter the school building. If a pupil loses or damages their ISIC card or their entry fob, they must inform Reception and have a new ISIC card or fob issued immediately at their own expense. When entering or leaving the school building, pupils have to tap their fob/ISIC card on the IN or OUT registration scanner.

All visitors must register at Reception and wear a visitor's badge. Pupils are not allowed to bring anybody into the College without permission, obtained at least 48 hours in advance.

Pupils have the opportunity to remain on the school site during breaks and lunchtime. The canteen is available and 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 offsite, pupils are not supervised and it is their responsibility to follow the guidance in the Health and Safety section.

Onsite parking is not available to pupils. 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.

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

3.3.3. Health and Safety Rules

Pupils must:

- 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;
- if they see a danger or hazard, report it and not leave it to someone else, or they may be considered responsible;

- 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 the map published in the Student Handbook;
- if they feel ill or are injured, report to the Teacher on Duty or go directly to 229 or 231, 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;
- 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;
- not misuse safety equipment, such as fire extinguishers etc., which is both a serious matter and a criminal offence;
- move about the building in an orderly manner: never run or obstruct corridors or stairways;
- 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;
- 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;
- report any damage they cause or notice.

3.3.4. Emergency Evacuation Procedures

- Exit the building and walk to the side of the Fénix calmly and silently following all instructions of staff members
- Pupils line up in their class groups and are registered by the class teacher. At break or lunchtime it is the teacher of the previous class who registers them.
- Leave their belongings behind.

3.4. Assessment & Academic Integrity

3.4.1. Academic Integrity

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. Students need to follow the Academic Honesty & Cheating Policy and the Artificial Intelligence Policy, found on the school's website, which includes examples and definitions of cheating.

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.

3.4.2. Assessment of Attainment

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 will explain how grades are arrived at and share the mark schemes and success criteria used. 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.

Table 3.2 - ECP Standardised Grading



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 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.

Table 3.3 - Grades used on reports

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 pupils' current working grades (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.

3.4.3. 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

Table 3.4 - ECP Attitude to Learning Guide



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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3.4.4. Progression from Year to Year

Attendance Criteria

The teacher has the right not to grade the pupil in a reporting cycle if:

- absences in a given subject exceed 15% of the taught lessons
- the pupil has not completed the majority of the required assessments

If a student misses an assessment and the absence is unauthorised, they will be awarded a 1 grade. As a consequence they will fail that assessment rather than it being 'Unclassified'.

Academic Criteria

Academic criteria for progression are specified below.

Table 3.5 - 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.

Table 3.6 - Mid-Year Report

ECP	Czech Report	Reason why awarded	Actions / Rationale
1 or 2 - F	5 - failing grade - N	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.

Table 3.7 End-of-Year Report

ECP	Czech Report	Reason why awarded	Actions / Rationale
1 or 2 - F	5 - failing grade - N	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 Head of Faculty who will offer to meet (in person or online) to talk through the implications. This contact will be</p>

			<p>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 a re-sit/commissional examination by the end of August at the latest. If they pass in all the subjects they failed, they can progress to the following year, otherwise 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, otherwise it becomes a failing grade.</p> <p>In the case of getting a failing grade in the alternative assessment, a pupil has the right to reassessment in a commissional 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, they can appeal to the Headmaster within three days from receiving the information about the grade.

Additional 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.

3.4.5. Commissional Exam

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 their attendance is at the sole discretion of the Headmaster.

Procedure

- If more than one commissional 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.

4. Sanctions & Consequences

4.1. Attendance & Punctuality

4.1.1. Incidents of lateness

These are reviewed at the end of each half term and may result in the following action:

Pupils with an average of:

- 1 late arrival a week will receive a Tutor Warning.
- 2 late arrivals a week will receive a Tutor Reprimand.
- 3 late arrivals a 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) Tutor Reprimand, Headmaster's Reprimand or a 2 or 3 for Behaviour on their Mid-Year or End-of-Year Report.

4.1.2. Unexplained absences

Explaining both planned and unplanned absences is primarily the responsibility of the parent (except for pupils over 18).

The following outlines the thresholds for communication with parents when their child accrues unexplained absences. It also outlines the sanctions and behaviour grades that will be issued to pupils over 18.

- **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 these absences will be discussed. A Tutor Warning or Tutor Reprimand can be issued to pupils over 18.
- **20 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.
- **30 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 of the facts indicating that a pupil has been neglecting school attendance and that their legal representatives are not fulfilling the obligations arising from their liability. This can lead to a conditional expulsion from school for pupils over 18.

4.2. Behaviour

Failure to behave according to the School Code will result in one or more of the sanctions below, depending on 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.

4.2.1. Warnings & Reprimands

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

This is issued for a refusal to improve after earlier warnings or a culpable act serious enough to justify an immediate reprimand. This sanction could be used for a single breach of the School Code in the absence of any previous incidents. It could also be used for behaviours that previous actions/warnings have not resolved. 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.

4.2.2. Expulsion

Conditional Expulsion*

A 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 School Code in the absence of any 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*

A 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 in the absence of any previous incidents. It could also be used for behaviours that previous actions, warnings, reprimands and conditional expulsions have not resolved. 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 (Správní řád).*

4.2.3. Non exhaustive list of serious Infringements (serious acts)

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 from a school trip or event 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.

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 section. If a pupil has concerns about their own 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 offsite 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.

5. 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.

- Academic Honesty & Cheating
- Admissions Policy
- Anti-Bullying Policy
- Artificial Intelligence Policy
- Bursaries, Scholarships Policy
- Data Protection and ECP Privacy Directive
- Equal Opportunities Policy
- Fundraising & Donations Policy
- Headmaster's Directive on School Trips and Events
- Health & Safety Policy
- Mobile Phones and Personal Technology Policy
- Parental Complaints Procedure
- Rules for IB World Schools
- Safeguarding & Child Protection Policy
- Safety and Crisis Plan
- Smoking, Drugs and Substance Abuse Policy
- Whistleblowing 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
