

First Russian School Belfast (FRSB) School Rules and Procedures

Classes:

1. Parents wishing to enrol their child(ren) in FRSB should familiarise themselves with the *School Rules and Procedures* (Appendix 1).
2. Parents wishing to enrol their child(ren) in FRSB must complete, sign and submit to the school an *Enrolment Application Form* for the current academic year (see Appendix 2). By signing the above form (*Enrolment Application Form*) you accept the *School Rules and Procedures*. The signed *Enrolment Application Form* (Appendix 2) should be scanned and sent to the Principal of FRSB elena.frsb@gmail.com
3. The school year commences on the first Saturday in September and finishes on the last Saturday in June.
4. The school timetable and calendar of planned events for the current academic year are sent to parents via email.
5. Classes are held once a week.
6. The duration of a lesson in a language class is from 45 to 70 minutes, depending on the age group. The duration of a session for other clubs and courses is 60 minutes, or as set by their teacher.
7. The maximum number of pupils in a language class is 10. The number of children in other clubs and courses is decided upon by the teacher.
8. The starting date of your child's class / course / club will depend upon enrolment figures.
9. Homework will be set weekly. The school strongly recommends that parents take active part in Russian homework to ensure it is completed regularly.
10. The education process in FRSB is based on the principle of *Co-operation of Teachers*. This presupposes that teachers organize, plan and deliver their classes / courses / clubs individually. However, teaching is delivered by the same staff and in accordance with the common school timetable.

11. To aid learning of the Russian language, the school has its own website www.firstrussianschoolbelfast.com. Also, a closed group called *Homework* has been created on the schools Facebook page for the parents of our pupils.
12. The addresses of web and social networking sites for other clubs / courses in the *Co-operation of Teachers* will be communicated additionally.
13. All teachers working in the school must have Access NI clearance.
14. Volunteers, working under the supervision of teachers during the lessons, are not required to have Access NI.
15. Should you have a complaint regarding a teacher or a volunteer, please lodge it with the administration of the school in writing or orally. The school will look into it and endeavor to resolve the problem in the shortest time possible.
16. The teacher is responsible for children's health and safety during the lessons (see Timetable).
17. A volunteer assisting the teacher is not responsible for children's health and safety.
18. Before the start and after the end of the lesson (see Timetable) parents (or accompanying persons to whom parents have entrusted their children) are responsible for children's health and safety.

School Fees and Payment Method:

19. A one-off insurance payment of £6.00 is to be made for each child. The insurance is valid throughout the academic year and covers all the classes and clubs as set out in the school timetable.
20. Monthly fees for classes offered are £20.00 per child (see Attachment 2). There is a 15% discount for the second, third and consecutive sibling(s).
21. All fees must be paid no later than the 7th of each month and in advance (i.e. 7 September for lessons in October). An agreement for payment to be made a number of months in advance can be entered into between FRSB and parents, should they wish to do so. It is vitally important for the existence of the school for all payments to be made in a timely manner. Irrespective of your child's attendance, the school must pay for the rent of

the premises, teachers' and tutors' salaries; cover miscellaneous expenditures (e.g. stationery, photocopying, etc.)

22. The fees are not reimbursed if your child misses classes.
23. If you are going to be away / on holiday for more than 2 weeks, parents must notify the administration of the school about the planned absence one month in advance in writing. Each family will be given a waiver of fees for missed classes only once in an academic year.
24. If classes are cancelled by the school, landlord or for other reasons (e.g. road closure), the fees are carried over towards the payment for the following month.
25. All payments are made in accordance with invoices issued and by a bank transfer (bank details are provided by the teacher).

Special Rules and Responsibilities of Parents

26. Cash may NOT be collected on school premises without first obtaining the express permission / authorization of the School's Director.
27. A course book is used in each language class, and it is parents' responsibility to buy it (cash is not accepted).
28. The school pays for photocopying, (coloured) pencils, pens, rubbers, copybooks, black-and-white and coloured paper, scissors, glue, rulers, play dough and other materials required during Russian language classes.
29. Supplies and materials required for other classes / clubs (e.g. art and craft) are provided by their teacher; the cost of the above is covered by the fees for the relevant class / club.
30. Pupils may use the school library free of charge. One book at a time can be borrowed for a period of 14 days. The teacher keeps a written record of all books borrowed. A pupil may only borrow another book after returning the previous one.
31. It is the responsibility of parents to ensure timely return of books. Should a book be lost, parents must pay its market value for the school to order a new copy.

32. The school accepts donations of children's books and fiction. You can also bring Russian newspapers, magazines and toys.
33. It is the responsibility of parents to keep the premises rented by the school in good order. Please inform the teachers and / or volunteers if anything is out of order, faulty, dirty, etc.
34. Parents are responsible for the property on the school premises. Should you or your child damage property on the premises rented by FRSB (furniture, floor covering, walls, doors, windows, crockery, etc.), or school property (books, toys, crockery, decorations, stationery, etc.), parents must reimburse the cost of the damaged items.
35. Parents should inform their child of the necessity to respect school property.
36. The school is not liable for the loss of personal belongings.
37. Please ensure that while eating, your child sits at the table in a designated area. It is not acceptable to walk around the school while eating (dropping biscuit crumbs, citrus fruit segments and peels, etc.). It is the responsibility of parents to keep the premises clean; parents must clean up after themselves and their child(ren).
38. Parents should ensure silence during classes.
39. Organising and running of a cafeteria is independent of classes and clubs.