



AKADEMEIA
HIGH SCHOOL

2024 | 2025

Parents and Students *Handbook*





Table of Contents

1.	The ethos and aims of the school	1
2.	School organisation	1
2.1.	School calendar	1
2.2.	Daily routine	1
2.3.	The school canteen and café	2
2.4.	Essential Contact and Communication Information	2
3.	ASIMS (Akademeia School Information Management System)	6
4.	School Parent Events	6
4.1.	Akademeia Parent Association (APA)	6
5.	Use of the building and grounds	7
5.1.	Student safety	7
5.2.	Security & CCTV	7
5.3.	Visitors	8
5.4.	Deliveries	8
5.5.	Student lockers & bike racks	8
5.6.	Care of school property	8
5.7.	Fire alarms and evacuation	9
5.8.	First aid and medication	9
6.	Attendance	10
6.1.	Notifying the school about absences	10
6.2.	Authorised Absences	10
6.3.	Extracurricular Engagement Absences	11
6.4.	Unauthorised Absences	11
6.5.	Leaving the school building	11
6.6.	Attendance review	11
6.7.	Disciplinary consequences related to unauthorised absences	12
7.	Academic life	13
7.1.	Academic programme	13
7.2.	Exams, non-examined assessment & graduation requirements	14
7.3.	Changing Academic Pathways / A Level Subjects	15



7.4.	Resignation from completing subjects	16
7.5.	Retaking external exams	16
7.6.	Co-curricular activities.....	16
7.7.	Consultations.....	19
7.8.	Study Periods (SP)	19
7.9.	Assemblies.....	19
7.10.	Progress reports	19
7.11.	Academic Warning System and Academic probation	19
8.	Pastoral Care and school community	21
8.1.	Mentors.....	21
8.2.	Wellbeing	21
8.3.	Safeguarding.....	21
8.4.	Learning Support.....	22
8.5.	The Student Council	22
9.	Student Code of Conduct	23
9.1.	Student Code of Academic Conduct.....	24
9.2.	The Role of English at Akademeia	24
9.3.	The Role of Polish at Akademeia	25
9.4.	Academic Integrity	25
9.5.	Online Code of Conduct	26
9.6.	Alcohol, smoking and drugs	26
9.7.	Students' Recognition	27
9.8.	Disciplinary Consequences	28
10.	Final Provisions.....	30
11.	Appendices	31
	Appendix 1: Parent Code of Conduct.....	31
	Appendix 2: Curriculum Policy	35
	Appendix 3: Complaints Procedure	45



1. The ethos and aims of the school

Akademeia High School is an international, academically selective school following the British curriculum for years 10–13. We also run an educational institution (placówka oświatowo-wychowawcza) Akademeia Prep School, which implements the British curriculum for Year 9.

We strive to help our students realise their intellectual and creative ambitions and stretch their abilities in our pre-university university environment. We provide a pathway to the leading universities across the globe and prepare our students for the ever-changing world.

With critical thinking at the heart of our curricula, we nurture student agency, encourage dialogue, and follow an interdisciplinary approach to develop in our pupils a lifelong passion for learning.

2. School organisation

2.1. School calendar

The school calendar with term dates is published on-line:

<https://www.akademeia.edu.pl/term-dates>

Detailed version of the school calendar can be found:

<https://www.akademeia.edu.pl/calendar>

2.2. Daily routine

Lessons are 40 minutes long, sometimes in blocked classes. They follow a daily schedule of 10 units with breaks of 5 or 15 minutes. At the end of the day, there are two blocks of 60-minute sessions for co-curricular activities.

The Timetable	
LESSON 1	8:30 – 9:10
LESSON 2	9:15 – 9:55
LESSON 3	10:10 – 10:50
LESSON 4	10:55 – 11:35
LESSON 5	11:50 – 12:30
LESSON 6 YEARS 9 AND 10 LUNCH BREAK	12:35 – 13:15
LESSON 7 YEAR 11 LUNCH BREAK	13:20 – 14:00



LESSON 8 YEARS 12 AND 13 LUNCH BREAK	14:05 – 14:45
LESSON 9	14:50 – 15:30
LESSON 10	15:35 – 16:15
CO-CURRICULAR 1	16:25 – 17:25
CO-CURRICULAR 2	17:30 – 18:30

2.3. The school canteen and café

The school canteen provides students with a freshly cooked lunch on a daily basis. Lunch includes soup, main course and salad and is served between 12:30 and 14:45. Students need their ID cards to receive their lunch.

Students with other dietary requirements will have their food prepared and issued individually. Allowances are made for a variety of diets: those students with allergies and/or special dietary requirements should inform the school upon signing up by providing the necessary information on the personal questionnaire. Any further changes should be communicated to the school office at: office@akademeia.edu.pl, and to the canteen staff. Unless a student opts out one month before the commencement of the next term, it is assumed that they will continue to eat lunches at the school.

There is also an opportunity to buy freshly prepared snacks, fruit, drinks etc. from the canteen outside of lunch hours. The canteen also offers various breakfast options between 7:45 and 10:00. Please note that payment at the canteen store (also for breakfast) may only be made by a debit or credit card.

In order to make sure lunch is freshly prepared and served on time, the school canteen will not be able to warm-up any outside meals brought by the students.

There is a school café that serves hot beverages, juices and snacks, which may be purchased by students during break times. The café operates from 8:15 to 16:00 on workdays during the whole term.

2.4. Essential Contact and Communication Information

2.4.1. School office

The school office hours are: Mondays to Fridays from 8:00 to 17:00.

Phone: +48 22 299 87 87 (school reception)

+48 22 299 87 88 (school office)

E-mail: office@akademeia.edu.pl



2.4.2. Leadership team

Position	Name	E-mail
Headmaster	Dr Karolina Watras	headmaster@akademeia.edu.pl
PA to the Headmaster	Aleksandra de Sa	aleksandra.desa@akademeia.edu.pl
Deputy Head (Academic)	Dr Katarzyna Borzym-Grzesik	katarzyna.borzym-grzesik@akademeia.edu.pl
Deputy Head (Pastoral) Designated Safeguarding Lead (DSL)	Kay Czepli-George	kay.czepli-george@akademeia.edu.pl
Director of Finance	Edyta Stefańska	edyta.stefanska@akademeia.edu.pl
Director of Operations	Laura Trzeciak	laura.trzeciak@akademeia.edu.pl
Director of Admissions	Andrew James	andrew.james@akademeia.edu.pl
Director of Co-curricular	Maria Głowacka	maria.glowacka@akademeia.edu.pl

2.4.3. Heads of Forms and Mentors

The school is structured into Fifth Form (Year 9 - Foundation Year, Year 10 and Year 11) and Sixth Form (Year 12 and Year 13). Mentors oversee students' personal and academic progress through weekly mentoring meetings. Heads of Forms and Heads of Years oversee all mentors' work as well as the academic and co-curricular activities of the respective Form.

Position	Name	E-mail
Head of Sixth Form	Aleksandra Ladzińska	aleksandra.ladzinska@akademeia.edu.pl
Head of Year 12	Paweł Chróstowski	pawel.chrostowski@akademeia.edu.pl
Head of Year 13	Aleksandra Wittchen	aleksandra.wittchen@akademeia.edu.pl
Head of Fifth Form	Peter Davidson	peter.davidson@akademeia.edu.pl
Head of Year 9	Patrycja Krysińska	patrycja.krysinska@akademeia.edu.pl
Head of Year 10	Dr Vladislava Rezynek	vladislava.rezynek@akademeia.edu.pl
Head of Year 11	Ron Fränzel	ron.franzel@akademeia.edu.pl



2.4.4. Who to Contact and When

Who	When	E-mail
School Office	<ul style="list-style-type: none"> • Informing about planned absence or lateness of a student • Emergency • Change of personal details (address/email) • Contract 	office@akademeia.edu.pl
AHS Finance	<ul style="list-style-type: none"> • School lunches • Finances 	ahs.finance@akademeia.edu.pl
Examination Centre	<ul style="list-style-type: none"> • Matters relating to the logistics of exam sessions • Submitting relevant documentation to grant special access arrangements 	examcentre@akademeia.edu.pl
Mentor	<ul style="list-style-type: none"> • First point of contact for parents • All questions related to academic or pastoral issues • If an engagement from Head of Form or Head of Department is required, the mentor will facilitate the contact with the parents/legal guardians 	firstname.surname@akademeia.edu.pl (Individual contact for each student)
Director of Co-curricular Maria Głowacka	<ul style="list-style-type: none"> • Co-curricular activities • Personal Development Scheme • Student Council • External summer schools 	maria.glowacka@akademeia.edu.pl
Director of Admissions/ Summer School Coordinator Andrew James	<ul style="list-style-type: none"> • Recruitment of new pupils • Akademeia Prep Courses 	andrew.james@akademeia.edu.pl ahs.admissions@akademeia.edu.pl
Marketing	<ul style="list-style-type: none"> • Communications • External Relations and Promotion 	marketing@akademeia.edu.pl
Centre for Higher Education & Career Advice	<ul style="list-style-type: none"> • Matters related to university choices and application process 	liam.higgins@akademeia.edu.pl (UK and EU) mara.steven@akademeia.edu.pl (US and Canada) julia.seeholzer@akademeia.edu.pl (US and Canada) vladislava.reznyk@akademeia.edu.pl (Europe)



Head of Wellbeing Team Dr Diana Diaków	<ul style="list-style-type: none"> Wellbeing support (student may be redirected to another member of Wellbeing Team, whose expertise matches student's needs) Webinars organized by the Wellbeing Team 	diana.diakow@akademeia.edu.pl
Head of Learning Support Lucy Pawlik	<ul style="list-style-type: none"> Special educational needs support (student may be redirected to another member of Wellbeing Team, whose expertise matches student's needs) Access arrangements for exams 	lucy.pawlik@akademeia.edu.pl
Akademeia High School Foundation Maria Głowacka	<ul style="list-style-type: none"> Any projects related to AHS Foundation, donations 	fundacjaAHS@akademeia.edu.pl
Head of Boarding House Aleksandra Ladzińska	<ul style="list-style-type: none"> Any issues related to the Boarding Provision 	aleksandra.ladzinska@akademeia.edu.pl

2.4.5. Ways of Communication

E-mailing is the easiest way to contact the school. As a general rule staff email address is: firstname.surname@akademeia.edu.pl

Teachers and staff members will aim to respond to any e-mails from parents within two working days. Please note that during holiday time the response time may be prolonged.

Parents and Students Handbook

Parents and Students Handbook is an annually updated booklet with key information on our School's ethos, curriculum, activities, policies and procedures. All parents and students are provided with the updated version at the beginning of each academic year.

Letters

Important whole School and Form/Year specific letters are sent via email.

Newsletters

This is a monthly digest highlighting news of the past month and providing information about upcoming events sent via email.



3. ASIMS (Akademeia School Information Management System)

Parents and guardians can follow their children's day-to-day progress, including homework, feedback and attendance through our school platform ASIMS at <https://ahs.asims.edu.pl/> Each parent receives the individual login information.

If parents wish to discuss their children's performance and progress further, they should contact the mentor in the first instance.

4. School Parent Events

The School schedules regular events throughout the year, such as information sessions, parents-teachers evenings, parent presentations and webinars, to provide information to parents and address their questions.

Parent Information Sessions

These sessions are held at the beginning of each term to introduce parents to the curriculum their children will be following and to provide an overview of the key highlights and goals for the upcoming term.

Parents-Teachers Evenings

Twice a year parents have a chance to meet with teachers in a formally planned online setting to discuss their child's progress. Please refer to the school calendar for exact dates.

Parent Presentations

On these occasions, parents will have a chance to hear from the School on a wide variety of education and parenting related topics, from the student wellbeing to university applications etc. These are organised throughout the year, both on- and off-line.

4.1. Akademeia Parent Association (APA)

Akademeia High School is very much a community school and involvement of parents is an integral part of our school life. The Akademeia Parent Association was established to create a platform for our parents and guardians to get more actively connected, involved and engaged in our community, its fundraising projects and school broader developments. The Akademeia Parent Association meets on a monthly basis with the Headmaster or/and school representatives to talk about all current school issues in an informal setting. These meetings involve an elected executive committee as well as parent volunteers and provide an opportunity for everyone to exchange ideas and work together for a common goal.

Detailed information about various parent events and opportunities how to get involved and contribute to school life are being shared throughout the year. All parents are welcome. For more information you may contact APA at parentassociation@akademeia.edu.pl.



5. Use of the building and grounds

5.1. Student safety

The school provides a safe learning environment for all students. There is a team of on-site personnel to ensure that the school buildings and grounds are secure and safe to use during the school day. The school also operates a comprehensive access control system throughout the site and students are able to enter the school using their student ID cards. The access control system ensures that students do not have unsupervised access to potentially dangerous areas, such as the science laboratories and sports hall.. Student cards cannot activate these doors and these areas are kept locked at all times when not in use.

Art students may only use electric and other potentially dangerous equipment under the supervision of teachers. Any potentially dangerous equipment is locked away outside of lessons. Art students may work in the art studio on their projects outside of lessons, but they may not bring other students into the studio while there is no teacher present. They may also be summarily removed from the list of designated users of the art studio if they breach the Art Studio regulations.

Students do not have access to the maintenance and catering areas of the school building. Students cannot stay on school premises between the hours of 19:00 and 07:00, unless they are attending an activity directly organised and supervised by a member of staff. The school considers 07:00-08:00 and 18:30-19:00 as out-of-hours provision.

Students are only allowed on site during weekends and the school holidays to attend an activity directly organised by a member of staff or as a holiday course.

All students and members of staff are issued with school ID cards. They must show them when asked to do so by security guards or other members of staff. These cards provide access to the building as outlined above. Students may request a temporary card if they have left their card at home. These cards are active for one day only and must be returned as the student leaves the building. There is an additional fee of 50 PLN for not returning the temporary card. Card use is monitored and can be used to verify attendance.

5.2. Security & CCTV

The school operates a limited number of CCTV cameras at the entrances to the school site and around the school for security purposes. The cameras record visual data only, no sound is recorded. Unless there is an incident requiring further investigation, the images are stored for 30 days and deleted afterwards. There are no cameras in the classrooms (except art and photography studios), toilets and changing rooms.



5.3. Visitors

All visitors must report to the main reception desk upon arriving at the school. Students are not allowed to invite guests unannounced to the school; all guests must be vetted and approved in advance of their arrival by the school office unless they attend open school events. Guests will be issued with temporary ID Cards, which they need to wear while on the school premises and must return to the reception when leaving.

5.4. Deliveries

The school cannot accept parcel deliveries (including food deliveries) for students unless expressly authorised and then collected by a member of staff.

5.5. Student lockers & bike racks

Each student is provided with a locker, for the duration of the academic session, in which personal items should be stored. Any student property left at other locations around the school may be disposed of. At the start of the academic session, students are issued with a locker key that is their responsibility for safekeeping. Students who lose their locker keys will be charged the cost of replacing the lock and/or key. Students are not allowed to decorate either the interior or exterior of their lockers (e.g. by affixing stickers or pictures/photos with the use of adhesives; painting or in any other way altering or damaging their locker). Students are responsible for the cleanliness of their locker. Perishable goods such as meat, fish, dairy, fruits etc. must not be stored in lockers.

Students are to return their locker keys to the Reception at the end of each academic session and the school office representative will be inspecting the lockers then.

Bike racks are located in front of the school and within the school premises; all bicycles in use by students should be left there. Students may use bike racks within the premises on request and access will be granted via their student ID Card. Students are not permitted to bring bikes or any other vehicles into the school building under any circumstances. The school is not responsible for any damage or theft of parts/the entirety of the bike or vehicle whilst they are on school premises.

5.6. Care of school property

In accordance with the students' code of conduct, students must take care of the school property and may be liable for any damage they do to school property that exceeds everyday wear and tear. This includes both the wilful and accidental breakage of equipment, including science, musical, sports and art equipment, as well as the overall general school equipment.



5.7. Fire alarms and evacuation

The school is equipped with a central fire alarm system. Upon hearing the alarm, the students should leave the school building using the specified evacuation routes and proceed to the assembly point which is on the school field. A fire alarm drill is conducted regularly for all members of the school and new students are informed of the evacuation procedure during the first mentor's meeting or as part of their induction if joining the school mid-year.

5.8. First aid and medication

All teaching and administrative staff receive annual First Aid training and can assume the position of first responder in First Aid situations. In the event of injury or ill health students should immediately notify the closest member of staff who will decide on next steps. In the event of a minor injury or illness the students will be taken to the medical room and an assessment will be made as to whether they can stay in school. Should the student be unable to stay at school, parents will be required to collect the child or arrange suitable transport and supervision. Parents will then be informed of the situation. In the event of a more serious illness or injury, parents will immediately be informed and a request will be made to contact Help Now, a provider of emergency response and medical support. Upon receipt of parental permission, the school will contact Help Now and request medical response team. Once on site, a medical professional will then make an assessment of the situation and recommend to the school the next course of action. The school will then inform parents. If it is necessary for the student to be taken to hospital an authorised member of staff will travel with the student. Staff members cannot administer or give students medicines.

Students suffering from a particular medical condition (e.g. diabetes, asthma) need to inform the school of their condition on the school registration form.



6. Attendance

Regular and punctual student attendance is essential for student's academic progress and successful completion of the curriculum taught at Akademeia High School. The attendance and punctuality of a student reflects their attitude towards school duties, as well as respect towards teachers and other students. Regular attendance also develops a sense of responsibility and maturity, vital to students' further academic and professional success. Any absence may cause serious disruption to student's learning process.

Therefore, students' presence is required at all lessons and planned activities. Attendance is continuously monitored, and mentors as well as parents are informed if there are any concerns. The attendance will be marked on students' progress reports and end-of-year transcripts. Parents and guardians can monitor the attendance of their child in ASIMS.

6.1. Notifying the school about absences

The school needs to be notified about an absence as soon as possible by phone (+48 22 2998787) or by e-mail (office@akademeia.edu.pl) by a parent or a legal guardian.

If the notification is by e-mail, it must come from an e-mail address registered with the school.

Permission to take children out of school during the term needs to be authorised by the mentor, and all requests must be made in writing.

Absences can be excused by the parents or guardians up to 14 days after the absence occurred. After 14 days, the missed days/classes will remain unauthorised, regardless of the reason of absence.

6.2. Authorised Absences

Authorised absence refers to a situation when the school has agreed for the student not to be present on a given school day or during a lesson. The school will authorise absences in the following situations:

- **Illness** – parents/guardians should inform the school about student's illness as soon as possible. In case of a prolonged absence, the school may ask the parents/guardians to provide a medical record of their child's illness.
- **Mental health and wellbeing** – if student's mental health or wellbeing is the reason for their absence, in addition to informing the school's office about the absence, parents should also contact the Head of Wellbeing Team.
- **Medical appointments** – parents/guardians should make all the appointments outside of the school's hours wherever possible. If the appointment has to take place during the school day, the student should miss only a minimum number of hours. Medical appointments have to be authorised by the school in advance.
- **Exceptional events** – If there is a valid reason (other than any of the above) for a student not to be present on a given day, the parents/guardians need to discuss this in advance with the student's mentor.



6.3. Extracurricular Engagement Absences

The school is very supportive of students' growth and development. Therefore, absences related to participation in competitions and other extracurricular events outside of the school are likely to be authorised. Extracurricular engagement refers to a situation, when a student is participating in various forms of activities, authorised by the school, taking place during school days. Such activities may include:

- Participation in competitions/conferences/academic and sports events outside of the school
- Internships, facilitated by the school or approved by the school
- Trips and outings, organised by the school

If a competition/conference or sports event is organised outside of the school, the parents should contact the school in advance. If the event is organised or facilitated by the school, the student's absence will be authorised automatically.

Absences related to extracurricular engagement do not count towards total number of absences.

6.4. Unauthorised Absences

Missing any part of the term is disruptive, not only to the pupil concerned but also to the rest of their class and to the teaching staff. If parents remove their child without the permission of the school, the absence is considered unauthorised.

The school will not authorise student's absences if the parents/guardians do not provide authorisation within 14 days from the absence.

6.5. Leaving the school building

Students are expected to remain on the school premises from the beginning till the end of their scheduled lessons. Students 'sign-in' through the main entrance gates electronically using their student ID Card. Students must scan their card upon every entry and exit of the building.

Students in Sixth Form may be allowed to leave school premises during breaks provided they have permission (in writing) from their parents or their legal guardians. Parents/legal guardians take full responsibility for the student while they are outside the school. In instances of improper conduct (such as being late to lessons), the school may not allow the student to leave school premises during breaks. Fifth Form students are not allowed to leave the school premises during breaks.

6.6. Attendance review

Students' attendance will be reviewed by the mentors mid-termly. The expected attendance is minimum 85% If student's absences exceed 15% (regardless of the reason), the student and their



parents will be notified by the mentor. 15% of absences constitute 24 missed school days in an academic year. If a student's absences exceed 15%, they will be expected to work with their mentor on a plan to cover material missed individually.

If student's unauthorised absences exceed 10% and/or the number of late arrivals to lessons will exceed 15, the student will be expected to improve their attendance rates immediately and the situation will be reviewed at the end of term by the Head of Year.

If student's absences exceed 20% school reserves the right to withdraw the student from the external examinations and may not admit the student to the higher grade.

6.7. Disciplinary consequences related to unauthorised absences

If a student fails to improve their attendance rates and punctuality despite mentor's intervention, they will face further disciplinary consequences at the end of a given term. If student's unauthorised absences exceed 10% or number of late arrivals exceed 30 per term, the student and their parents/guardians will receive a disciplinary warning with an expectation of immediate improvement of their attendance record. If student fails to improve their behaviour in the subsequent term, the student will face further disciplinary consequences, such as withdrawal of permission to leave the building between classes or withdrawal from school trips.



7. Academic life

7.1. Academic programme

7.1.1. Year 9

Year 9 is the Foundation Year for Akademeia High School four-year programme. It provides a comprehensive development of analytical and critical thinking skills across the key disciplines. Students follow a broad curriculum of core subjects, including Mathematics, English, Polish, Biology, Chemistry, Physics as well as Introduction to Humanities and Introduction to Social Sciences, and Creative and Performing Arts. Students also learn one Modern Language and attend Physical Education classes. Across the subjects, special emphasis is placed on the development of key academic skills such as essay writing, note-taking, oral presentation, and independent study skills. Students may also choose to join co-curricular activities in the afternoons.

7.1.2. Year 10

Students follow a broad curriculum that combines iGCSE and Akademeia Assessed Courses (AAC), including Mathematics, English, Polish, Biology, Chemistry, Physics as well as History and Geography. Students will also choose a Modern Language as part of their obligatory curriculum. Students follow Physical Education classes as part of the core curriculum. The curriculum prepares students to make suitable choices of study for the next year. Through the third term students discuss their choice of an Academic Pathway for Year 11 with their mentors. Students are required to demonstrate academic ability that will allow them to successfully complete their studies within a chosen Academic Pathway. Students may also choose to pursue an GCSE subject in Creative and Performing Arts (Fine Art, Drama, or Music) and may choose to join co-curricular activities in the afternoons.

7.1.3. Year 11

Students continue to study core subjects from Year 10 (English, Mathematics, Polish, Modern Language, Polish History, Polish Geography) and their Academic Pathway subjects with the view of sitting iGCSE and AAC exams at the end of the year.

All students need to choose their A Level subjects in the third term of Year 11. Academic requirements for A Levels (based on iGCSE and AAC exam grades) are published by each department; usually students will be required to score 70% or higher in their end-of-term exams and/or achieve at least grade 7 on their iGCSE exam in the subject they wish to study at A Level or a related subject. If a student does not meet a department's academic requirements, the school reserves the right to prescribe which A Levels the student is allowed to pursue.

7.1.4. Year 12

In the first year of the A Level programme, students follow curricula of their chosen A Level subjects. Depending on the specification, they may sit some modules in the May/June exam session at the end



of the first year of study. Students who are native Polish speakers sit the full A Level exam in Polish at the end of Year 12.

Students also begin their preparation for university entrance exams. All students are required to complete a course in Academic Writing, which runs throughout the year and includes preparation for IELTS and SAT exams.

7.1.5. Year 13

Students complete their A Levels, sitting final exams in May and June. In term 1, students complete their applications for university admissions for both the UK and US. Applications to European and other world destinations are prepared in line with the individual universities' deadlines. All Polish citizens are also required to complete Polish Literature course.

7.2. Exams, non-examined assessment & graduation requirements

Students sit the end-of-term exams in line with their year of study and curriculum. All students sit end-of-term exams at the end of Term 1, and Term 2 and/or Term 3. The individual student's examination schedule can be viewed in the school's online system ASIMS.

Formal assessment varies across the subject and the year of study. A separate Akademeia High School Assessment Policy outlines how grades are issued within each course. The Assessment Policy is issued at the beginning of each school year to students, parents and legal guardians.

All students are obliged to sit their End-of-Term exams. The grades achieved in the End-of-Term exams will contribute to their final End-of-Year grades. However, in extraordinary circumstances, when a student is unable to attend their exams, due to an illness or another authorized reason, we will reschedule their exams. All such cases will be reviewed individually by the Examination Centre in liaison with the Headmaster and Head of Form.

Results from the end-of-term exams and non-examined assessment are recorded in the school system. Students are required to achieve a minimum average grade 5 or C at the end of each term (from across end-of-term exams and non-examined assessments) to be allowed to continue attending the school in the next academic session.

If a student fails to achieve at least average grade 5 or C at the end of term, they are put on probation, and they must achieve an average grade of 5 or C at the end of terms 2 and 3.



If a student fails to achieve the required results in terms 2 and 3, the student's performance and situation is discussed with the Headmaster. The school reserves the right to decide whether the student is allowed to keep their place at the school and on what conditions.

If a student's end-of-year grade in any subject is 3 or below (Fifth Form) or D or below (Sixth Form), they will be asked to retake the exam at a later date. If a student fails to obtain a passing grade from their retake, they will be put on academic probation and their place in the school will be in jeopardy.

Students with any diagnosed educational needs may apply for access arrangements during both internal and external exams. The Educational Psychologist/SENCo will be in contact with the student's mentor to coordinate any support that may need to be implemented during the year. This may include 'provisional' access arrangements for internal assessments, so this becomes a student's normal way of working. All provisional access arrangements for internal End-of-Term sessions must be approved no later than 1 month before the examination session (this includes extra time and using a word processor). However, the whole approval process usually takes at least one term.

The decision whether an access arrangement is approved in official examinations, is that of the external exam boards and not the Exam Centre. The Exam Centre applies for access arrangements on behalf of the student. All applications for access arrangements for official examinations must be processed by the end of January.

7.3. Changing Academic Pathways / A Level Subjects

Akademeia High School values academic freedom and is open to providing students with academic opportunities which suit their interests and abilities. The school provides students with a broad range of Academic Pathways and Additional Subjects in Year 11 and a wide selection of A Level courses in Years 12 and Y13.

In the third term of Year 10 and Year 11, students are expected to submit their final academic pathway and subject choices, for the following school year, to their mentor and AHS Office. The deadline for submitting these choices is communicated to the students and parents at the beginning of each academic year.

If a student wishes to change their Academic Pathway or Additional Subject in Year 11, they should submit a request to the Head of Fifth Form. The acceptance of such change may be dependent on multiple factors, including student's performance so far, teachers' assessment, availability of places in the courses they wish to pursue. If a request is submitted in the second half-term of an academic year, the student may be instructed to complete the term in the current subject, sit End-of-Term 1 exam, and pursue a new Pathway from the second term. Changing Pathways and Additional Subjects in the second and third term is not permitted.



If a student wishes to change their A Level subject in Year 12, they should submit a request to the Head of Sixth Form. The acceptance of such change may be dependent on multiple factors, including student's performance so far, university applications, teachers' assessment, availability of places in the courses the student wishes to pursue. If a request is submitted in the second half-term of term one of an academic year, the student may be instructed to complete the term in the current subject, sit an End-of-Term 1 exam, and pursue a new subject from the second term. Changing A Level subjects in terms two and three of Year 12 may be granted only under exceptional circumstances.

7.4. Resignation from completing subjects

If a student wishes to drop an additional subject (such as co-curricular activities or additional iGCSEs) after the first half-term of the school year, they should submit a request in writing to the Head of Form. The Head of Form will approve or decline such a request, based on teachers' assessment, student's performance and their long-term plans. However, the student will still be expected to complete the current term of the course and sit an end of term exam, before a permission to drop the course is granted.

In special circumstances (e.g. health and wellbeing concerns, SEN diagnosis), student may be advised by the school to resign from the obligatory courses they have been pursuing (iGCSE or A Level). The school will contact the parents to discuss recommended course of action.

All withdrawals from an external examination or internal assessment should be approved by the school. If a student resigns from sitting and examination without the school's authorisation, this will be reflected in their final grade for the subject on their end of year transcript.

7.5. Retaking external exams

If a student is dissatisfied with the grade obtained from an external examination (iGCSE or AS Level), they should submit a request in writing to the Exam Centre and Head of Form to retake the subject. In such cases, students will be expected to prepare individually for the exam. They are encouraged to attend consultations of their teachers for guidance.

At Akademeia High School, only June sessions are available for the students to attend, therefore the retakes will take place at the end of Year 12 (in case of iGCSE) or end of Year 13 (in case of AS Level exams).

7.6. Co-curricular activities

The school aims to provide a varied and stimulating curriculum. This includes a range of school clubs that students can opt into. School clubs can be used to develop students' interests and passions, prepare them for advanced studies and successful performance in contests (Olympiads), and to engage in extracurricular projects.



Some school clubs run for the entire school year and some are termly. Some clubs are year-restricted (i.e. only for Year 11) and some are multi-year (e.g. Music Band).

The school announces a list of open school clubs at the beginning of each academic year. As part of the school tuition, students can join any available club in a given term, and it is expected that they will keep attending them for their duration. The school reserves the right to cancel clubs that do not reach a minimum required number of participants.

The school also offers additional co-curricular group classes, which are not included in the tuition and are additionally paid in accordance with the AHS schedule of additional fees. Students are allowed and encouraged to suggest their own clubs. In this instance, five students have to commit to attending their proposed club for at least a term. If a student drops out from a club they cannot, in its place, take up another club during that term. They may join another club in the following term at the discretion of the Head of Form. Students are encouraged to discuss their choice of clubs with their mentors.

7.6.1. Personal Development Scheme

Personal Development Scheme (PDS) is a unique component of curriculum of Akademeia High School. The aim of PDS is to strengthen students' academic and personal development by providing them with various project-based learning opportunities. Different activities completed within their PDS may also enrich students' university portfolio.

In order to develop students' reflective skills, an essential component of PDS completion is submission of reflective essays. The guidelines for writing the essay are shared with the students by their mentors.

Each year students are presented with various project options during PDS project fair. They select four potential projects they are interested in and PDS Coordinator will assign them to one of the three projects. The students will work under the supervision of a project manager on completing the tasks. At the end of the cycle, all PDS groups will present the effects of their work.



In the Sixth Form, PDS is designed in such a way, that the students may approach their personal growth in a more personalized way. This is due to the fact, that students begin their preparation for university applications and therefore PDS will naturally support the process. The students are expected to complete two tasks, which should be related to:

- Community contribution (e.g. volunteering)
- Academic work (e.g. competitions, courses)
- Professional experience (e.g. internships) Each task should amount to a minimum of 15 hours.

7.6.2. Sport

Sport is an important part of any young adult's development. Fifth Form students participate in sport classes, as scheduled in their timetable. In Sixth Form, sports classes are expected to participate in one of the Sport Clubs.

In addition to the obligatory sport classes, the school offers a broad range of sport clubs in the afternoons and on Saturday mornings. All students can propose sport clubs to the director of the PE Programme and the Director of Co-Curricular.

7.6.3. Community engagement

Students are encouraged to undertake community work during holidays or after classes. The school helps with this through the Personal Development Scheme, which provides specific opportunities as well as further advice and contacts to NGOs and other charity organisations.

7.6.4. School outings and trips

The school organises outings and trips to further the students' education. Obligatory trips and outings are included in the school fees. Some, but not all, outings with co-curricular clubs are paid for by the school. In case of additionally paid trips and events, those students who sign up but then fail to attend, for whatever reason, are bound to pay the cost of tickets, transport etc. that was borne by the school, in line with the Regulations for School Trips.

The school's code of conduct applies to all students at all times, in all locations whilst on an outing or tour. The school will ensure that outings and trips are planned and conducted in such a way as to ensure the safety of all students. Parents and students will be notified in advance of the dates, programmes, and possible costs of all planned outings and trips.



7.7. Consultations

On Mondays and Fridays 16:25 – 17:05 teachers hold additional consultations. Students are encouraged to use these periods to clarify any problems they have encountered during their independent work or if they need to expand further on topics covered in the lessons.

7.8. Study Periods (SP)

The school encourages students to develop the habits and skills necessary for successful independent study. All students have scheduled breaks in their timetables which should be treated as Study Periods. Students who are following Performance Improvement Plan will have additional Study Periods scheduled in their timetables.

7.9. Assemblies

On Tuesday afternoons, the entire school community come together for a weekly assembly. There are two separate assemblies: for Sixth Form at 13:20 and for Fifth Form at 14:05. Assemblies serve the purpose of community building, where the members of each form have an opportunity to learn more about issues vital to their school life. Attendance is mandatory.

7.10. Progress reports

Students and parents receive school reports with feedback on students' performance twice a year. Reports will be released in line with the calendar published at the beginning of each academic year. These reports provide essential information on a student's academic progress and their work ethic. Mentors discuss the reports with students and encourage them to reflect upon their progress and teachers' recommendations. Parents can also follow their children's ongoing progress by monitoring teachers' regular feedback on homework and in-class assignments through the school online system.

7.11. Academic Warning System and Academic probation

If a student fails to achieve at least average grade 5 or C at the end of term, they are put on probation, and they must achieve an average grade of 5 or C at the end of terms 2 and 3. Academic concerns are routinely followed up by the Mentor with support of Head of Year and Head of Form.

The Academic warning steps are outlined below.

1. **Academic Warning issued by the Head of Year** - During an individual meeting, the Head of Year and Mentor speak with the student about their grades. The Mentor then meets with the student to produce a performance improvement plan, which is shared with the students' parents. The performance improvement plan should include achievable targets for the subsequent exam session. The Mentor oversees the implementation of the performance improvement plan and regularly updates the Head of Form on progress. If a situation requires it, the Academic team might liaise with the Wellbeing department.



2. **Academic Warning issued by the Head of Form** - if a student fails to improve their grade average by the following exam session in line with the targets outlined in their performance improvement plan, they are invited to a meeting with the Head of Form and their Mentor. Academic probation will be extended, and the Mentor and Head of Form will work with the student on further targets. The student will be required to regularly check in with their Mentor and the Head of Form on their progress.
3. If a student fails to achieve the required results in terms 2 and 3, the student's performance and situation is discussed with the Headmaster. The school reserves the right to decide whether the student is allowed to keep their place at the school and on what conditions.



8. Pastoral Care and school community

8.1. Mentors

Each student has a mentor, who is concerned with student's personal and academic development. Students are allocated to each mentor and they meet weekly, as scheduled in the timetable. Individual consultations with mentors take place during mentor's hour or other times during the week. Students should approach mentors with any school issues they may have. The mentor may refer their mentee to the Wellbeing Team if additional support is required.

Mentors discuss termly progress reports with students, as well as their subject choices, co-curricular options and initial university choices.

8.2. Wellbeing

Akademeia recognises that students' wellbeing is an integral part of their personal and academic development. The school organises a number of wellbeing workshops and provides individual support for students with a relevant in-house specialist or can advise on relevant external experts, where needed. Students in need of additional support are referred to the relevant member of the Wellbeing Team through the mentor, after consultation with the Head of Wellbeing. Students may also approach wellbeing staff directly. In some cases, members of the Wellbeing Team may seek direct contact with student's parents. All records of wellbeing support are kept strictly confidential and are in line with the school's data protection policy. Parents and legal guardians are required to fill in wellbeing consent forms when they join the school.

8.3. Safeguarding

Akademeia High School takes its responsibilities in terms of safeguarding children seriously; in accordance with the highest standards required in Poland as well as in the UK. The school's overriding aims are to ensure our students are protected from harm and feel safe, and all staff are aware of the potential risks to student welfare as well as the mechanisms available for reporting safeguarding concerns. A Safeguarding Team operates in the school in order to resolve any safeguarding issues promptly. The Designated Safeguarding Lead is the Deputy Head (Pastoral).

Where there is a safeguarding concern, we will take the child's wishes and feelings into account when determining what action to take and what services to provide.

We recognise the importance of ensuring students feel safe and comfortable to come forward and report any concerns and/or allegations.

Parents and students are advised of the following designated reporting channels, including anonymous reporting tools:



- Reaching directly to the Safeguarding Team members.
- Write an e-mail to: safeguarding@akademeia.edu.pl
- Use an online and anonymous Safeguarding Box:
<http://www.safeguarding.akademeia.edu.pl/>

For more details, please refer to the Safeguarding policy.

8.4. Learning Support

Akademeia High School recognises that our community is neurodiverse and that some of our students may require additional guidance in developing effective learning strategies. For this reason, the school offers individual and group support for students. Students in need of additional support are referred to the Learning Support Team through Admissions Team (if an information regarding SEN diagnosis has been shared with the school), teachers or mentors, if any worrying signals are noted in the classroom. The Learning Support Team should also be consulted regarding special access arrangements for internal and external exams.

8.5. The Student Council

Student Council is elected every year and represents the student body to the school management and is supported by the Director of Co-curricular. In the first half term of the new school year, there will be elections organised. All students are eligible to run for the position of Student Council members. All students (except for Year 13 students) are eligible to run for Student Council President. The Student Council is supported by the Director of Co-Curricular.



9. Student Code of Conduct

All students of Akademeia High School provide an important testimony to the school's values through their behaviour both in the school and outside. Students must remember that by becoming a student of Akademeia High School they are expected to illustrate the values of kindness, respect, passion for learning, integrity and resilience in their everyday life.

It is expected that each student's behaviour will be exemplary at all times and in all places. This is achieved through a code of conduct that promotes good relationships, allowing everyone to work together in an effective and considerate way. Pupils are taught to have respect for others, to be helpful and to have an awareness of the responsibility they have for their own actions and the consequences of their actions. We praise and reward students for good behaviour in a variety of ways.

The examples of good behaviour Akademeia High School wishes to promote include (but are not limited to):

- **Respect**, which is demonstrated in considerate and polite behaviour towards everyone in their environment, including peers, teachers, support staff and other people. Students should show respect and appreciation to people around them. Respect is also seen in student's attitude to their school duties, such as completing their assignments on time.
- **Kindness**, which is demonstrated in showing empathy and support for others, both in school-related issues, as well as personal matters. Kindness is also shown by the way in which students communicate with other people around them.
- **Passion for learning**, which is demonstrated by their open and mature approach to acquiring knowledge. Students know and understand the importance of holistic education, therefore they eagerly learn and approach disciplines from outside of their standard area of interest. Passion for learning is seen in their active participation in extracurricular activities.
- **Integrity**, which is demonstrated by behaving in an ethical and moral way. Integrity is shown by standing up to the highest moral values, despite potential short-term losses. Students are expected to show integrity by standing up to bullies, reacting when faced with social injustice. Integrity is also visible in student's approach to their school behaviour (for example, by not committing plagiarism).
- **Resilience**, which refers to the ability to withstand difficult and challenging events and approach the obstacles with mindset focused on growth. Being resilient means that a student constantly works on personal development to find the right coping strategies for themselves and actively supports others in their environment to help them get through crises.

The school employs a number of sanctions to enforce school rules, thereby ensuring a safe and positive learning environment. Under exceptional circumstances the school may introduce additional rules and regulations and expects all students to follow those meticulously, for the sake of preserving everybody's safety and wellbeing. Failure to follow those additional regulations may lead to an immediate suspension.



9.1. Student Code of Academic Conduct

All Akademeia students should see themselves as role models and should treat other students and staff, both teaching and non-teaching, with courtesy and respect at all times.

Good attendance rates, a committed attitude to work, a smart appearance and exemplary behaviour are the fundamentals of a successful approach to school.

- All lessons are compulsory, and students must present themselves on time to each lesson, being well prepared with the correct books and equipment and ready to make a worthwhile and valuable contribution during class.
- Students are expected to perform to the highest level of their ability throughout their time at Akademeia. We know that for a variety of reasons this is not always possible, and if students experience such difficulties in achieving their academic goals, appropriate support measures designed to help the students improve will be put in place.
- Students must ensure that all homework is completed on time, and that they meet all coursework deadlines punctually. Unless, extension is given, late work may not be marked and in case of coursework, no marks will be awarded.
- Students are expected to work independently during study periods and at home to ensure academic success.
- Students should be attentive during lessons and strive to make the best of their learning time. Use of phones is strictly forbidden in all classrooms. Students are required to leave their phones in their lockers and only use their phones discretely in the courtyard when they need to contact their parents or guardians or be in touch with someone regarding any other urgent matter. Students may use laptops and similar electronic devices during lessons if they have Special Educational Needs or if their teachers have explicitly allowed them to do so during lesson time. The use of electronic devices in order to access social media or any sites that are not related to student's education is strictly forbidden in all classrooms.

9.2. The Role of English at Akademeia

English is the primary language of administration and instruction at AHS. English is treated as a language of inclusion. While it may feel natural for many students to want to revert to their native languages, students are required to speak English inside and outside of the classroom.

All examined subjects, with the exception of modern foreign languages, are taught in English. As part of the admissions process an English test measures the current level of a prospective pupil's English as well as other skills and knowledge. The ideal Fifth Form candidate will have a minimum level of C1 in English as a lower level of language competence precludes students from gaining the most out of their classes. Only under special circumstances, such as a medical emergency, should a teacher and pupil interact in a language other than English.



9.3. The Role of Polish at Akademeia

All exchanges between teaching staff and students on school premises are to be conducted in English. Polish is only used to deliver curricula on Polish culture and history.

Students and Wellbeing Team may also communicate in Polish. AHS recognises that some wellbeing issues are easier to discuss in native tongue. Wellbeing sessions are also available in English.

9.4. Academic Integrity

Academic integrity includes the values of trust, respect, fairness and honesty in a student's work. Akademeia prides itself on its academic ethos and aims to develop a strong academic community throughout the entire student body.

We encourage students to develop a number of key skills that include:

- evidence of independent thought;
- critical thinking and the ability to compare other people's theories and/or evaluate evidence to reach conclusions independently;
- an ability to clearly reference other people's ideas and therefore implicitly show that everything else in the piece of work is the student's own research.

What is plagiarism?

Plagiarism is the inclusion, by a student, of any idea or linguistic formula taken from another source without giving due credit to that source through the accurate citation and referencing of that source in the student's own work. This applies whether the source is in print form (books, journals, other printed media) or is electronic (websites, podcasts), published or unpublished (e.g. university theses), or is the work of any other person.

Examples of plagiarism include:

- Handing in another student's work as your own.
- Copying an essay or some text from a source without proper acknowledgement.
- Paraphrasing materials from a source text without appropriate referencing.
- Using someone else's ideas or arguments without acknowledging them.
- Using statistics, tables, figures, data, diagrams or images without due acknowledgement or reference.
- Handing in material downloaded directly from the Internet or AI generated.
- Submitting, in whole or in part, work that has previously been submitted at Akademeia or elsewhere.
- Using software programs that arbitrarily incorporate material from unknown/undeclared sources into written work.
- Buying or commissioning work, such as essays, which are written by "ghost writers" but which are submitted as the student's own work.



Plagiarism is treated as a serious breach of Student Code of Conduct and will result in a disciplinary warning, with the student being put on probation. Further offences may lead to expulsion.

9.5. Online Code of Conduct

Standards of conduct are as important in virtual classroom environment as they are in stationary mode. Students are expected to follow all the rules included in Student Code of Conduct (Point 9.1.), regarding exemplary behaviour, as well as Online Code of Conduct:

- In order to optimise the interactive character of online lessons, students are expected to turn on their cameras.
- Students should use an appropriate profile picture to be easily recognisable to other students and staff members. In addition, they should use appropriate background picture. If an assessment is taking place during the lesson, students must not use any background effects.
- It is strictly prohibited to record or take any screenshots during the lessons.
- During online lessons, students should be in a suitable location, which enables them to focus, take notes and attend the lesson with high level of engagement.
- Students should be dressed appropriately for the online lessons.
- The content posted by the students in virtual classrooms should be related to the lesson only. Any offensive or disruptive comments are strictly prohibited.

9.6. Alcohol, smoking and drugs

The school recognises that substances and illicit drugs are widely and increasingly available and are used by teenagers from all backgrounds; it sees this as an issue that all schools must address seriously. The school also believes that the vast majority of parents, staff and pupils wish us to take a very firm stand against the possession and use of drugs. It is explicitly forbidden for students to use illicit drugs or other substances, and to possess and consume alcohol or smoke on school premises. Any violation of this policy will lead to an immediate disciplinary action and may result in student's immediate expulsion.

The school's policy is:

- to vigorously and actively discourage the abuse of substances (tobacco products, alcohol) and illicit drugs through awareness education (Relationships, Sex and Health Education, RSHE classes), through pastoral care, and through a firm disciplinary framework that treats the supply, possession and use of drugs and other substances by its pupils as serious breaches of the School's Code of Conduct, punishable by various disciplinary consequences, including expulsion;
- to do all we can to equip our students with the moral courage to reject those parts of youth culture that may be harmful to them;
- to maintain an environment that is free from alcohol, tobacco products, illicit drugs and their paraphernalia, and free also from a culture in which the use harmful substances is glamorised;



- to ensure compliance with Polish criminal law, under which it is an offence for an underage student to possess and use alcohol and tobacco products, as well as for any person to possess, use, supply or sell illicit drugs, or for the school's premises to be used for those purposes.

This policy applies whenever a student is in the care of the school, including whilst being on school trips, as well as to incidents that may arise outside of school involving pupils, which includes social media.

The vaping sensors are installed in all school bathrooms. These sensors are designed to detect any traces of harmful chemicals within the range of the detector. The installed sensors are strictly non-intrusive and do not possess recording or visual capabilities. They only serve to alert the administration to potential vaping incidents, respecting all privacy guidelines and laws.

The administration will regularly monitor the sensors' notifications, and any alert will trigger an immediate response and thorough investigation by the responsible staff members. Any student who is in the bathroom when the vape detector goes off, may be considered in violation of school policy.

Violating the policy will result in disciplinary action, which can include warnings, parental/guardian notification, mandatory educational sessions on the dangers of substance misuse, probation, or expulsion.

9.7. Students' Recognition

Akademeia High School aims to support its students with the provision of high-quality education and numerous opportunities for personal and academic growth. At the same time, the school recognises that there are numerous outstanding students, whose accomplishments and attitude towards peers and community members deserve additional appraisal.

The school pursues the following forms of appraisal:

1. Recognition in mentor's group.
2. Recognition in the assembly – during the form assembly. The Head of Form / Headmaster or a designated staff member will announce student's special accomplishments and congratulate the student.
3. School Value Recognition – during the form assembly. The Head of Form / Head of Year will announce student's special accomplishments related to the school value in focus.
4. Awards in school's competitions – if a school organises a competition, students awarded in them will be announced in the assembly.
5. Congratulatory letter after an exam session – if a student's average exceeds 8 in the Fifth Form or is above the A grade average, the parents/guardians and the student will receive a congratulatory letter from the mentor.
6. End of year subject awards – the school awards the students in every subject and every year group in the following categories:



- a. Best Performance – given to a student whose performance in the school year has been outstanding. Factors taken into consideration include their grades, work ethic and attitude.
 - b. Best Progress – given to a student whose progress over the school year has been particularly significant. This award may be presented to a student who overcame their challenges in the subject and despite initial hardships managed to secure a very good grade.
7. End of year awards – in every year group, there are two prizes presented in the following categories:
- a. Best Student Award – this award is given to a student whose overall performance is stellar across various subjects. The student awarded demonstrates exemplary work ethic, commitment, and integrity.
 - b. Community Impact Award – this award is presented to a student whose activities have a long-lasting impact on the community of the school and beyond. Their attitude and overall behaviour could be an example of a role model to their peers.

Special appraisal measures:

- Rose of kindness – students, teachers and staff members can nominate a student or a community member for their outstanding attitude, compassion, and kindness, displayed towards other members of the school community. The recipient will be praised during the assembly by the Head of Form and will receive a rose or a badge as a symbol of appreciation of their actions.

9.8. Disciplinary Consequences

Disciplinary consequences are implemented if a student fails to comply with AHS Students and Parents Handbook.

Disciplinary consequences are intended to be gradual. For example, after the first incident of misbehaviour, a student will have a conversation with the Head of Year, after the second – with the Head of Form. If an incident is considered to be serious enough, some of the steps on the disciplinary ladder may be omitted.

Disciplinary consequences, that may be implemented by Akademeia High School include the following:

1. In cases of lesser concern, first the student meets with their Mentor. Parents are informed about the meeting.
2. **Disciplinary Warning issued by the Head of Year** - During an individual meeting, the Head of Year and Mentor speak with the student about the incident, giving the student the opportunity to explain their behaviour. In case of mentor's absence, another member of staff will be present. In certain circumstances, a member of the Wellbeing team might be in attendance. The meeting should result in a declaration from a student on how they intend to improve in the future. A warning letter is written by the Head of Year, and presented to the student and sent to parents.



3. **Disciplinary Warning issued by the Head of Form** - if a student fails to comply with the regulations despite the meeting with the Head of Year, they are invited to a meeting with the Head of Form and their Mentor. In case of mentor's absence, another member of staff will be present. In certain circumstances, a member of the Wellbeing team might be in attendance. During the meeting, the Head of Form explains the seriousness of breaking AHS Student Code of Conduct. A warning letter is written by the Head of Form, and presented to the student and sent to parents. The letter is uploaded to the student's account on ASIMS and will be visible to their mentor and teachers. As a result of the warning, the student will be put on probation and will be expected to display impeccable behaviour at all times. The disciplinary warning letter will specify the reason for probation, its duration and further consequences, in case the student violates the probation rules. Probation means that – apart from the lessons, assemblies, mentor's hour and PDS, students may not be allowed to any other activities in the school. These include (but are not limited to): co-curricular and extracurricular activities, trips, workshops, competitions, participation in Student Council, graduation. All AHS teachers of the student in question will be informed about the probation. The school reserves the right to refuse to issue the student on probation with references.
4. **Expulsion** - a student is expelled from the school if – despite all disciplinary steps taken – the student continues to violate AHS Student Code of Conduct.

Special disciplinary measures:

1. **Change of lesson groups** – if the disruptive behaviour of a student takes place in the classroom and prevents the teachers from conducting a lesson, after consultation with the Head of Department and Head of Form, the student may be moved to another group. Parents will be informed about this decision.
2. **Expulsion from the school trip** – if a student violates the rules and regulations of trips organised by the school, the student will be expelled from the trip. This also implies that the parents/guardians will be requested to personally pick up the student from the trip. Negative behaviour on school trips is taken very seriously. Significant negative behaviour will be reviewed by Senior Leadership Team and Wider Leadership Team Pastoral Leads immediately on return of the school trip and sanctions decided accordingly.
3. In some circumstances, Akademeia High School may not follow the gradual pattern of disciplinary measures. This applies to situations, when student's behaviour constitutes a serious violation of AHS Student Code of Conduct and the regulations laid out in AHS Students and Parents Handbook.

Examples of such behaviour include (but are not limited to) the following:

- Bullying
- Cyberbullying
- Possession and use of substances (alcohol, tobacco products, drugs)
- Acts of violence (inc. different forms of abuse such as verbal, emotional and sexual)
- Discrimination
- Cheating
- Plagiarism



If the student displays any form of the abovementioned behaviour, the Pastoral Leadership team will conduct an investigation regarding the occurrence. The parents and the student will be informed about the steps taken by the school. Every effort is made to involve the mentor in further disciplinary actions either through direct participation or regular briefings.

10. Final Provisions

All students and parents should familiarise themselves with the content of the Students and Parents Handbook. Any questions or concerns regarding the content of the Handbook should be raised with the Headmaster or the Deputy Head.

The Handbook is reviewed before the beginning of every academic year. The date of next review: June 2025.



11. Appendices

Appendix 1: Parent Code of Conduct

1. Introduction

Akademeia High School is an institution dedicated to academic excellence, personal growth, and community engagement. As parents and guardians, your role is crucial in supporting our mission.

We request your cooperation in adhering to the following code of conduct.

We believe it is important to:

- Work in partnership with parents and guardians to support their child's learning.
- Create a safe, respectful and inclusive environment for students, staff and parents/guardians.
- Model appropriate behaviour for our students at all times.

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the Staff Code of Conduct), and students (through our Behaviour Policy in the Parents-Students Handbook).

This Code of Conduct aims to help the school work together with parents and guardians by setting guidelines on appropriate behaviour.

We use the terms 'parents' and 'guardians' to refer to:

- Anyone with a parental responsibility for a student.
- Anyone who has been given the legal responsibility to care for a child.

2. Guidance

We request your cooperation in adhering to the following code of conduct:

2.1. Commitment to Academic Excellence

- Encourage your child to prioritize academics and complete assignments on time.
- Attend parent-teacher conferences and engage in open communication with educators regarding your child's progress.
- Foster a positive attitude towards learning and support school policies promoting academic rigor.

2.2. Respectful Communication

- Communicate with teachers, administrators, and other parents in a respectful and constructive manner.
- Utilize appropriate channels for communication, such as scheduled meetings, emails, or parent-teacher conferences.
- Avoid public forums for airing grievances, and seek resolution through proper channels.



2.3. Active Participation in School Activities

- Attend school events, meetings, and functions to stay informed about your child's school life.
- Volunteer for school activities or committees to contribute positively to the school community.
- Support and encourage your child's involvement in extracurricular activities.

2.4. Adherence to School Policies

- Familiarize yourself with and adhere to the school's policies and guidelines.
- Ensure your child is aware of and follows the school's code of conduct and behavioural expectations.
- Work collaboratively with the school to address any concerns related to policy compliance.

2.5. Respect for Diversity and Inclusion

- Foster an environment of tolerance and respect for diversity among students, staff, and parents.
- Support initiatives promoting inclusion and celebrate the cultural and ethnic diversity within the school community.

2.6. Confidentiality and Privacy

- Respect the confidentiality of sensitive information pertaining to other students, families, and staff.
- Avoid discussing confidential matters in public forums or social media platforms.

2.7. Financial Commitment

- Fulfil financial obligations, including tuition and other fees, in a timely manner.
- Communicate openly with the school administration regarding any financial concerns or challenges.

2.8. Punctuality and Attendance

- Ensure your child arrives at school on time and attends regularly.
- Notify the school promptly of any absences or tardiness, providing a valid reason.
- Ensure your child is not taken out of school during term time (e.g., for holidays or other than medical reasons)

2.9. Role Modeling Behaviour

- Demonstrate good partnership and ethical behaviour in all interactions with the school community.
- Serve as positive role models for your child and support the school's values and principles.

2.10. Partnership with Educators

- Collaborate with educators to provide a cohesive and supportive educational experience for your child.
- Attend parent-teacher conferences and engage in open and proactive communication with teachers.



3. Breaching the Code of Conduct

3.1. Behaviour that will not be tolerated

In order to support a peaceful and safe school environment the school cannot tolerate parents, guardians and visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.
- Using loud or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do actual bodily harm to a member of school staff, governor, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication.
- Defamatory or offensive or derogatory comments regarding the school or any of the pupils/parents/guardians/members of staff, at the school or on social sites. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher or Senior Leadership or the Headmaster, so they can be dealt with fairly, appropriately and effectively for all concerned.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. Such an approach to a child may be seen to be an assault on that child and may have legal consequences.
- Smoking or using smoking substitutes and consumption of alcohol or other drugs whilst on school property.
- Filming, recording or taking photos of our students or members of staff without their consent.

3.2. Procedure

If the school suspects, or becomes aware, that a parent/ guardian has breached the code of conduct, the school will gather information from those involved and speak to the parent/ guardian about the incident.

Depending on the nature of the incident, the school may then:

- Send a warning letter to the parent/ guardian.
- Invite the parent/ guardian to school to meet with a senior member of staff or the Headmaster.
- Contact the appropriate authorities (e.g. police, in case of criminal behaviour or social services for any safeguarding concerns).



- Seek advice from the local authority's legal team regarding further action (in case of conduct that may be libellous or slanderous).
- Ban the parent/ guardian from the school site.
- Terminate an educational services agreement if a parent/ guardian repeatedly breaches the Code of Conduct

4. Conclusion

Students learn best when there is a positive partnership between home and school and whilst every effort is made to work with parents and guardians, this will only be possible where parents and guardians behave in an acceptable way.

By adhering to this code of conduct, we can collectively create a nurturing and empowering educational environment for every student at our school. Your commitment and active involvement are vital to the success of our students and the school community as a whole.

Policy published (date):	March 2024
Next review (date):	March 2025



Appendix 2: Curriculum Policy

1. Curriculum aims

Our programme allows for individually tailored academic pathways, which students can follow as they discover and develop their academic interests and strengths. The pre-university model that shapes our curricula encourages the development of independent learning, building up towards A Level qualifications.

Year 9 entails a one-year preparatory programme to students before they start the four-year high school programme at Akademeia High School. In this foundation year, students have the opportunity to experience the full range of subjects from different faculties offered by Akademeia before embarking on their iGCSEs.

In the Fifth Form, we have carefully crafted our programmes for Years 10 and 11, combining Akademeia Assessed Courses with subjects that fulfil iGCSE specifications. All students follow core subjects that incorporate iGCSE standards but go beyond them to prepare them for A Level.

In the Sixth Form, students study A Levels taking up to five A Level subjects, offered as modular or linear courses, depending on subject and specification. Students are also able to take up English Literature or Mathematics, as an additional AS subject. A Levels allow a free choice of subjects and depth of study that gives a solid preparation for higher education, certifying students' interests and their ability to pursue academic studies.

A healthy and self-reflective approach to study and life is nurtured through our mentoring, personal development scheme, wellbeing and co-curricular programmes. Together, these programmes create an environment that supports the holistic growth and wellbeing of our students, equipping them with the tools and experiences they need to thrive in both their studies and their lives beyond the classroom.

These curriculum aims are underpinned by our mission and values:

We strive to help our students realise their intellectual and creative ambitions and stretch their abilities in our pre-university university environment. We provide a pathway to the leading universities across the globe and prepare our students for the ever-changing world. With critical thinking at the heart of our curricula, we nurture student agency, encourage dialogue, and follow an interdisciplinary approach to develop in our students a lifelong passion for learning.

- **Passion for Learning** - We cultivate an environment where a love for learning is ignited. Students are encouraged to explore their interests, engage in critical thinking, and pursue knowledge with enthusiasm. Our faculty nurtures curiosity and inspires a lifelong thirst for knowledge.



- **Respect** - We foster a community where respect is the cornerstone of our interactions. We value diversity, promote inclusivity, and celebrate the unique perspectives and backgrounds of all members. Mutual respect is demonstrated through open-mindedness, empathy, and consideration for others.
- **Integrity** - We uphold the highest standards of integrity in all aspects of our school life. Honesty, trustworthiness, and ethical behaviour are fundamental principles that guide our actions. We cultivate a culture of accountability and encourage students to act with integrity both inside and outside the classroom.
- **Resilience** - We recognise that challenges are part of the learning process. We empower our students to overcome obstacles, develop resilience, and embrace a growth mindset. By facing adversity with determination, our community learns and grows from every experience.
- **Kindness** - We emphasise the importance of kindness and compassion in our interactions, and encourage kindness towards oneself, each other, and the natural world that surrounds us. Acts of kindness, big or small, contribute to a positive and uplifting atmosphere where everyone feels valued and appreciated.

Through our values we actively promote the fundamental principles of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

Aims:

- Provide a broad and balanced education that also allows for tailored and in-depth study of chosen areas, in preparation for higher education and professional life.
- Offer all students the opportunity to discover and realise their full academic potential.
- To support the development of key academic and transferable skills.
- To instil passion for learning and growth mindset.
- To allow students to acquire skills in speaking, listening, literacy and numeracy.
- Provide for personal, social and health education which reflects the school's ethos and values, in line with the school's Pastoral Policy and broad wellbeing provision.
- To encourage tolerance and diversity, including respect for others on the basis of the protected characteristics in law;
- To equip students with knowledge and understanding of various cultural contexts, which they will need to succeed in life.
- To support students' physical development and healthy lifestyle with a wide range of opportunities to participate in sports and wellbeing curriculum.
- To guide students in their growth and educational choices.

2. Legislation and guidance

The AHS Curriculum Policy complies with all curriculum requirements relating to schools in the Republic of Poland.



This policy also takes into consideration international best practice and guidance for British Schools operating overseas.

3. Roles and responsibilities

3.1 Headmaster

The headmaster is responsible for ensuring that this policy is adhered to, and that:

- All required elements of the curriculum, and those subjects which the school chooses to offer, have aims and objectives which reflect the aims of the school and indicate how the needs of individual students will be met.
- The amount of time provided for teaching the required elements of the curriculum is adequate.
- The school's procedures for assessment meet all local and international requirements.
- Proper provision is in place for students with different abilities and needs, including children with SEN.

Other staff will ensure that the school curriculum is implemented in accordance with this policy.

3.2 Heads of Departments

Heads of Departments ensure that the academic curricula are implemented in line with curriculum policy, and that:

- Teaching schemes reflect the requirements of the relevant specifications and are regularly reviewed and updated in line with the school development plans.
- That the standard of teaching is of the highest level and is regularly monitored.
- That students' progress is assessed in line with the AHS assessment policy.

3.3 Heads of Forms

Heads of Forms ensure that the academic and pastoral curricula are implemented in line the curriculum policy and that:

- The ethos and the school values are promoted and fostered across the forms and years.
- That academic achievement and progress of each student is monitored.
- That good behaviour and personal development are promoted across the school.

4. Organisation and planning

4.1 Fifth Form Curriculum

Fifth Form is a time of exploration, growth, and choices. It presents our students with many exciting, academic, and extracurricular opportunities. Students develop independence and self-awareness in a supportive environment. Their academic progress and pastoral wellbeing are overseen by Head of Fifth Form.



The entire Fifth Form curriculum is designed for students to discover and develop their strengths and interests so that they can gradually shape their academic pathways under the close guidance of their mentors.

Our curricula are carefully crafted and combine Akademeia Assessed Courses with subjects that fulfil iGCSE specifications.

Throughout years 9 and 10, students take a breadth of subjects in order to sample a variety of disciplines. This approach allows them to explore courses and directions they may not have previously considered.

In year 10, students start to narrow their academic focus and choose academic pathways and additional subjects, which they follow in year 11. In year 11, students choose their A Levels for the following academic years, which will set them on course towards further education.

The University and Professional Guidance Programme launches formally in year 11 and incorporates an annual Careers Day, talks from alumni at the Insiders' Stories conference, and visits to workplaces to give students a glimpse of the professional world and build towards university applications.

Personal Development Scheme is an integral part of the Fifth Form Curriculum. It emphasizes transferrable skills development, and provides the space for self-discovery and self-reflectivity through a great breadth of pastoral and wellbeing workshops as well as group projects. An exciting range of cocurricular of Clubs and Elective Courses further allows our students to immerse themselves in multitude of activities and stretch themselves further beyond academics.

4.2 Sixth Form Curriculum

Sixth Form (Years 12 and 13) constitutes the last two years of high school and thus is a crucial time to hone academic skills and knowledge, develop co-curricular activities, and venture beyond the school curriculum to prepare for further studies.

Our A Level programme allows for individually tailored academic pathways, which students can craft from a wide variety of A Levels on offer. The flexibility of choice at A Levels allows for synergies and interdisciplinary crossovers.

A Levels are ideally suited for the pre-university university model embedded in the school culture. Debate and discussion are at the forefront. Seminar-style lessons develop close relationships and provide the space to challenge students' thinking, building up their confidence in refining and articulating their views.

Alongside their A Levels, Sixth Formers are presented with a wide range of academic opportunities to stretch themselves beyond A Level curriculum: the Extended Project Qualification, Mathematics and Science Olympiads, debating competitions, scientific and current affairs conferences are a staple diet in our Sixth Formers' lives. An extremely rich co-curricular offer with well over 50 clubs and societies, many of which are run by our Sixth Form Students, means that students can fully immerse themselves in the school life with plenty of possibilities to develop their interests and hobbies or discover new ones.

Sixth Form is a time of an intense intellectual exploration and growth. Year 12 students work closely with their mentors to track and reflect upon their intellectual journeys outside of the classroom through extracurricular readings, podcasts, and individual research projects.

Throughout the Sixth Form, students receive individualised, expert guidance from our University Advisors and follow a carefully crafted Universities Preparation Programme. Students also complete individual Personal Development Scheme, through a variety of university level courses, internships, and community engagement projects.

4.3 School Week

The school week spreads over 5 days. Occasionally, additional workshops and competitions take place on Saturday. On Tuesday afternoons all Fifth Form and Sixth Form students gather for their respective assemblies. Limited classes are running on Wednesday afternoons, which are dedicated to Personal Development Scheme in the Fifth Forms and independent study in the Sixth Form. Mentoring hours take place on Thursday afternoons, with the exception of year 9, which has an additional mentoring hour on Monday mornings.

4.4 School Day

Lessons are 40 minutes long, sometimes in blocked classes. Students follow a daily schedule of 10 units with breaks of 5 or 15 minutes. At the end of the day, there are two blocks of 60-minute sessions for co-curricular activities.

The Timetable	
LESSON 1	8:30 – 9:10
LESSON 2	9:15 – 9:55
LESSON 3	10:10 – 10:50
LESSON 4	10:55 – 11:35
LESSON 5	11:50 – 12:30
LESSON 6 YEARS 9 AND 10 LUNCH BREAK	12:35 – 13:15
LESSON 7 YEAR 11 LUNCH BREAK	13:20 – 14:00
LESSON 8 YEARS 12 AND 13 LUNCH BREAK	14:05 – 14:45



LESSON 9	14:50 – 15:30
LESSON 10	15:35 – 16:15
CO-CURRICULAR 1	16:25 – 17:25
CO-CURRICULAR 2	17:30 – 18:30

4.5 Academic Programme

4.5.1 Year 9

The following subjects are taught to all:

English	5x40 minute lessons
Mathematics	5x40 minute lessons
Foreign Language	4x40 minute lessons
Physics	2x40 minute lessons
Chemistry	2x40 minute lessons
Biology	2x40 minute lessons
Introduction to Humanities	3x40 minute lessons
Introduction to Social Sciences	3x40 minute lessons
Creating and Performing Arts (Drama, Art, and Music rotate on termly basis)	3x40 minute lessons
Physical Education	2x40 minute lessons
Mentoring Hour	2x40 minute lessons

Before joining the School, new students will be asked to express a preference for a Foreign Language from: French, German, Russian, and Spanish.

4.5.2 Year 10

The following subjects are taught to all:

English	5x40 minute lessons
Mathematics	6x40 minute lessons
Foreign Language	4x40 minute lessons
Physics	2x40 minute lessons



Chemistry	2x40 minute lessons
Biology	2x40 minute lessons
History	2x40 minute lessons
Geography	2x40 minute lessons
Creating and Performing Arts (Students choose Drama, Art, and Music)	4x40 minute lessons
Physical Education	2x40 minute lessons
Mentoring Hour	2x40 minute lessons

Before joining the School, new students will be asked to express a preference for a Foreign Language from: French, German, Russian, and Spanish.

4.5.3 Year 11

All students take four core subjects and combine these with one of the 6 academic pathways and one additional subject.

Core Subjects	
English Literature & Language	5x40 minute lessons
Mathematics	6x40 minute lessons
Polish Literature & History	5x40 minute lessons
Modern Language	4x40 minute lessons

Academic Pathways	
Biochemistry	
Biology	4x40 minute lessons
Chemistry	4x40 minute lessons
Social Sciences	
History	4x40 minute lessons
Geography	4x40 minute lessons



Architecture	
Physics	4x40 minute lessons
Art	4x40 minute lessons
Engineering	
Physics	4x40 minute lessons
Chemistry	4x40 minute lessons
Humanities	
History	4x40 minute lessons
Religious Studies & Philosophy	4x40 minute lessons
Creative Arts	
Art	4x40 minute lessons
Drama and Creative Writing	4x40 minute lessons

Additional Subjects	
Geography	4x40 minute lessons
Physics	4x40 minute lessons
Psychology	4x40 minute lessons
Politics and Sociology	3x40 minute lessons
History of Art	3x40 minute lessons
Coding	3x40 minute lessons

4.5.4 Year 12 & 13 A Levels

Students select three to four subjects . A level subjects are thought 9x40 minute lessons per week.
All Polish citizens take Polish as and additional A level.

Foreign Language as fourth A level.

3D Design	English Literature	Economics
Drama	History	Geography
Fine Arts	History of Art	Politics



Music	Philosophy	Psychology
Photography	Polish	Sociology
Textile Design	Religious Studies	French
Biology	Media Studies	German
Chemistry	Mathematics	Russian
Physics	Further Mathematics	Spanish

4.5.5 Co-curricular Years 10-13

Sport

Students will participate in a range of team and individual sports during lessons and after-school sports clubs.

Personal Development Scheme

PDS helps our students to build transferable skills and through collaborative projects, workshops and internships.

Co-curricular Activities

Akademeia students can pursue one or more co-curricular courses from the diverse range of school clubs available.

4.5.6 Curriculum approach

The school supports a variety of curriculum approaches. Thematic approaches are often followed to ensure a comprehensive coverage of specifications. However, teachers are also encouraged to adopt creative approaches to ensure their students gain in-depth understanding and ability to apply their knowledge and skills in new situations.

4.5.7 Available resources

Students and teachers have access to a broad range of resources, including:

- Textbooks
- Online resources provided by the exam boards
- JSTOR and a number of academic journals and magazines
- School library
- Online resource banks overseen by the Heads of Departments



5. Inclusion

Teachers set high expectations for all students. They will use appropriate assessment to set ambitious targets and plan challenging work for all groups, including.

Teachers will plan lessons so that students with SEN and/or disabilities can study every subject, wherever possible, and ensure that there are no barriers to every student achieving. Student SEN and disability information is uploaded to the school's management information (ASIMS) and can be accessed by teachers to support planning and access arrangements.

Teachers will also take account of the needs of students whose first language is not English.

Lessons will be planned so that teaching opportunities help students to develop their English, and to support students to take part in all subjects.

Further information can be found in our SEN policy.

6. Monitoring arrangements

Heads of department monitor the way their subjects are taught throughout the school by:

- Scrutiny of schemes of work
- Lesson observations
- Departmental meetings
- Resource banks
- Oversight of setting termly examinations
- Ensuring appropriate moderation of termly examination papers.

Heads of department also have responsibility for monitoring the way in which resources are stored and managed.

This policy will be reviewed every year by the Headmaster.

Policy published (date):	August 2024
Next review (date):	August 2025



Appendix 3: Complaints Procedure

1. Introduction

1.1. The definition of a complaint: a complaint may be made about any matter that a parent is unhappy about, and about which they wish the school to take action.

1.2. This policy describes the three stage complaints procedure for parents to follow:

- Stage 1: the informal raising of a complaint with a member of staff
- Stage 2: a formal complaint submitted in writing to the Headmaster
- Stage 3: a reference to the Complaints Panel appointed by ISP Regional Managing Director – Europe.

The school aims to resolve any complaints in a timely manner.

2. Policy aim and statement

2.1. Aim: the aim of this policy is to ensure that complaints are managed sympathetically, efficiently and at the appropriate level, and that they are resolved as soon as possible.

2.2. Policy statement: complaints should be raised at the appropriate time and not retrospectively if there is any cause for dissatisfaction.

3. The management of complaints

3.1. Complaints Coordinator: Deputy Head (Pastoral) is responsible for the administration of the Complaints Procedure. The Deputy Head (Pastoral):

- is the first point of contact for parents and pupils;
- ensures that all employees are aware of and familiar with the complaints procedure;
- monitors the keeping, confidentiality and storage of records in relation to complaints;
- reports regularly to the Headmaster on these and other matters that may arise.

4. Stage 1: Informal complaints

4.1. Informal complaint: in the overwhelming majority of cases complaints can be resolved informally. Examples might include: a complaint about an aspect of teaching or pastoral care; a timetable clash; some issue with an aspect of the school's systems or equipment; a billing error.

4.2. Notification: please raise the initial complaint as follows:

If the matter relates to teaching and learning, the complaint should be raised with the Headmaster.

If the complaint relates to welfare matters, the complaint should be raised with the respective Head of Form.

Any complaint about a disciplinary issue should be raised in the first instance with the respective Head of Form who will consult with the Deputy Head (Pastoral).



Queries relating to accounts should be put in writing to the School Office.

4.3. Unresolved informal complaints: a complaint which has not been resolved by informal means within 15 working days should be set out in writing to the Headmaster, and will be dealt with in accordance with Stage 2 below.

5. Stage 2: formal complaints

5.1. Notification: an unresolved complaint under Stage 1; or a complaint which needs investigation at a more senior level; or a complaint about the school's policies, procedures, management or administration, should be set out in writing in detailed description and sent with all relevant documents to the Headmaster.

5.2. Investigation: the Headmaster may then ask one or more senior member(s) of staff to act as "investigator(s)". The investigator(s) may request additional information from a parent and will probably wish to speak to parents personally, and to others who have knowledge of the circumstances giving rise to the complaint. The outcome of the investigation will be reported to the Headmaster who will then notify parents in writing of his decision and the reasons for it. Written records of the decision will be kept.

5.3. The Headmaster aims to inform any complainant of the outcome of an investigation and the resolution to the complaint within 28 working days of receipt of the complaint.

6. Stage 3: Reference to the Complaints Panel

6.1. If a parent is dissatisfied with the decision made by the Headmaster at the outcome of Stage 2, the matter can be referred to the Complaints Panel appointed by ISP Regional Managing Director – Europe.

6.2. Please note that when the Panel convenes, they will review the complaints at stages 1 and 2, and they cannot consider any new complaint that has not been previously raised through the appropriate channels.

6.3. If, after establishing the facts, and after reviewing the handling of the complaint at both stages 1 and 2, the Panel considers that the complaint is justified, they will uphold and remedy the complaint. If not, they will dismiss the complaint. They will make these decisions based on the balance of probabilities.

6.4. It is not within the powers of the Panel to make any financial award, nor to impose sanctions on staff, or on other pupils, or other parents. Nevertheless, the Panel may make recommendations to the Headmaster in light of its decisions.

6.5. Notice of hearing: every effort will be made to enable the Panel hearing to take place as soon as possible within 15 working days of the receipt of the request for the complaint to proceed to Stage 3.



6.6. Evidence: the Chair of the Panel will conduct the hearing in such a way as to ensure that all those present have the opportunity to ask questions and voice their concerns. The hearing is not a legal proceeding and it is not necessary for either party to seek legal advice.

6.7. Conduct: all those attending the hearing are expected to show courtesy, restraint and good manners.

6.8. Decision: The Panel's decision, findings and any recommendations may be notified to the parents at the hearing and subsequently confirmed in writing. Reasons for the decision will be given.

6.9. Private proceeding: a hearing before the Complaints Panel is a private proceeding.

6.10. Confidentiality: a written record will be kept of all complaints, detailing whether they are resolved at Stage 2 or proceed to a panel hearing. Written records of the Panel hearing remain confidential to the parties involved.

akademeia.edu.pl

