



BULGARIAN EDUCATIONAL AND FRIENDLY SOCIETY

BULGARIAN SUNDAY SCHOOL “ST. ST. CYRIL AND METHODIUS”

443 Tapleys Hill Road, Fulham Gardens, 5024, Adelaide, S.A.; tel: 0407 139 086, 0433 682 131, 0487 109 706

REGULATIONS CONCERNING THE INTERNAL SYSTEM, ORGANIZATION AND ACTIVITIES OF THE BULGARIAN SUNDAY SCHOOL “ST.ST. CYRIL AND METHODIUS”, ADELAIDE, AUSTRALIA

Approved by Order № 14/10.01.16 of the School Head

STATUTORY FRAMEWORK. GENERAL DIRECTIONS.

PART ONE

(in connection to the Government Decree No 334 from 08.12.11 of the Bulgarian Ministerial Council for the Bulgarian Sunday Schools abroad)

1. The Bulgarian Sunday School “St. St. Cyril and Methodius”, Adelaide, Australia (referred to as the School) is registered in the List of Bulgarian Sunday Schools abroad and is authorised to deliver a comprehensive language and cultural education program for Bulgarians residing outside the Republic of Bulgaria.
2. The School operates under the auspices of the Bulgarian Educational and Friendly Society Inc. (BEFS), which is the organization for Bulgarians living outside the Republic of Bulgaria, and is registered according to the Australian law for the purpose of language and cultural education.
3. The School provides a completion of education Certificate for certain subjects in fixed classes, but does not provide attainment of a Degree of Education for an entire level.

4. The School conducts educational programs in the Bulgarian Language for both preschool children and school aged children who wish to learn Bulgarian language in accordance with the rules and regulations, fixed by the Bulgarian Minister of Education and Science.
5. The School performs out-of-class activities designed to foster a strong understanding of Bulgarian national self-awareness, social norms, and culture.
6. The School conducts the educational program in accordance with the following requirements:
 - 6.1. The School can only operate if there is a minimum of 10 children (students) in the School.
 - 6.2. In the preschool groups children can only enrol no earlier of the year in which they will reach 5 years of age.
 - 6.3. The school year is organized in accordance with the schedule of the Australian school year in compliance with the number of required classes set out for the Bulgarian Sunday Schools abroad.
 - 6.4. The education is conducted in separate or in combined classes, and the duration of the education in one group/class in the relevant educational subject depends on the fixed numbers of hours in the educational Plan.
 - 6.5. The education is conducted in accordance with approved textbooks, training aids, and educational programs from the Bulgarian Minister of Education and Science.
 - 6.6. The knowledge and skills of the students are assessed in accordance with the Bulgarian State educational requirement of the system of marking.
 - 6.7. The School is responsible for accurate documentation in accordance with the requirements of the Bulgarian Ministerial Council for the Bulgarian Sunday Schools abroad.
 - 6.8. The School provides both face-to-face and distance education in accordance with the directive of the Bulgarian Minister of Education and Science.
7. Students who complete the course work receive a Certificate of Completion, signed by the president of the BEFS, the school principal, and the teachers.

8. Students who acquire a Certificate issued by the School for completed course work, are not required to undertake equalizing exams in Bulgarian Language and Literature, in History and Geography of Bulgaria if they continue their education in schools in the Republic of Bulgaria.
9. The control of the activities at the School in terms of the organization of activities, expenses of the funds, the quality and the results of the conducted education is realised by the Bulgarian Minister of Education and Science.
 - 9.1. The Diplomatic Representation of the Republic of Bulgaria, the Minister of Foreign Affairs, and the President of the State Agency for Bulgarians abroad are responsible for assisting the Bulgarian Minister of Education and Science in overseeing the organization of the activities of the School.

PART TWO

(in connection to the requirements of the the Ethnic Schools Association of SA Inc., and Ethnic Schools Board)

1. The Bulgarian Sunday School “St. St. Cyril and Methodius”, Adelaide, Australia is a member of the Ethnic Schools Association of SA Inc., and the ethnic schools authority meets the criteria as stated:
 - 1.1 The nature of content of the instruction offered provides:
 - basic skills for literacy in the language being taught;
 - communication skills in the language being taught;
 - effective language teaching.
 - 1.2 The school management committee:
 - is a properly constituted body representing parents, teachers and the community;
 - conducts the school on a part-time basis for a minimum period of 2 consecutive hours per week in keeping with the South Australian school calendar;
 - ensures that student records are kept and attendance is regular;

- provides an ongoing program of instruction conducted in the language being taught;
- keeps accurate books of account;
- provides adequate protection for the safety and well-being of students for the duration of hours of instruction and/or while on school premises;
- takes out and maintains a public risk liability insurance policy;
- ensures that building facilities for classrooms comply with the present health and building regulations applicable;
- is registered with the Ethnic Schools Board.

2. The Bulgarian Sunday School “St. St. Cyril and Methodius”, Adelaide, Australia is registered with the Ethnic Schools Board and the ethnic schools authority meets the criteria as stated:

2.1 The School operates under the auspices of an incorporated body - BEFS.

2.2 The School is a member of the Ethnic Schools Association of SA Inc.

2.3 The School is covered by Public Liability Insurance.

2.4 Schools authority maintains accurate enrolment and attendance data. There is a fully completed enrolment form for each student, signed by at least one parent or caregiver of the student if under 18, and Roll Books to record student attendance and personal information.

2.5 Once a year the School submits a formal report for each student's participation to the Ethnic Schools Board (which is forwarded to students' mainstream schools) and on a regular basis is given a report to parents/caregivers on students attendance and achievement.

2.6 The ethnic schools authority regularly informs the Board in writing of any changes to their contact person, address, school name, etc.

2.7 All personnel at School complete a teacher or a non-teacher form when they commence work.

2.8 The school maintains full student attendance, staff and financial records.

2.9 School personnel working directly or in close proximity with children under 18, or who have access to their records undertakes a Criminal History Screening before commencing work. This includes all members of the management committee.

2.10 All personnel attend a Responding to Abuse and Neglect Training (formerly Child Safe Environments Training session) before commencing employment in the school.

- 2.11 Teachers who are not registered with the Teachers Registration Board of SA, or who do not work in a language related field in a tertiary (University or TAFE) setting complete an Accreditation Course, provided by the Board.

REGISTRATION AND ENROLMENT

1. The School accepts all people, wishing to participate in the educational programs of the School, irrespective of age, while at the preschool group children may enrol only at 5 years of age.
2. The School conducts education in Bulgarian language and is also designed for students who do not speak Bulgarian language.
3. All students complete an annual test for entry level. The results of the tests assess competency in the Bulgarian language and are used to determine the class level and placement.
4. Registration and enrolment are made yearly by the completion of the School's application form (in Bulgarian and English).
5. The School accepts students at any time during the school year.

ORGANIZATION OF THE EDUCATIONAL PROGRAM

1. School lessons begin at the beginning of each year and conclude in December. The educational program and term breaks are in accordance with the set school terms as determined by the Australian Department of Education and Child Development, keeping the number of educational hours according to the requirements of the Bulgarian Ministry of Education and Science.
2. The lessons in the school are conducted according to a schedule specific to each class/group. This is prepared and distributed to the student at the beginning of each year. A copy of the schedule is located on the notice board at the school.
3. The School is situated at 443 Tapleys Hill Road, Fulham Gardens, 5024.
4. The educational program is adapted from and conforms to the school program for education of the children of Bulgarians abroad.

5. Student assessments will be made in accordance with Instruction No 3/15.04.03 of the Bulgarian Ministry of Education and Science for the system of marking. /State newspaper, number 73 from 2009 and valid from 15.09.09.
6. In the event of a student attending for less than the half of the contact hours, he/she will not receive a Certificate of Completion at the end of that school year.

OBLIGATIONS OF THE STUDENTS

Students are:

1. Responsible for taking good care of the rooms, materials, equipment, and property in the school.
2. Required to keep the classroom clean and tidy during and after finishing the lessons.
3. Required to attend the school lessons in suitable and clean clothes.
4. To behave respectfully toward their classmates, teachers, parents, school staff and principal.
5. To demonstrate self-discipline during the class lessons.
6. To commit to regularly attending the class lessons.
7. To complete homework assignments.
8. To arrive 10 minutes prior to the commencement of class.

RIGHTS OF THE STUDENTS

Students have the right:

1. To receive substantial education in accordance with the requirements of the Bulgarian Ministry of Education and Science.
2. To be educated in a safe and friendly environment.

3. To be treated with respect.

4. To receive help from their teacher when it is necessary.

To receive a Certificate for completed work with the required number of hours, which confers the right to continue their education in the Republic of Bulgaria without the necessity of equalizing exams in relevant subjects.

OBLIGATIONS OF THE PARENTS

1. The parents are responsible for ensuring that the information, provided to the school is accurate. In particular, they will inform the school staff about any changes to contact details; address, phone numbers as well as any changes in the child's health status or medications which may impact on the child's well-being. It is essential that contact details are correct to ensure staff can contact parents in the event of an emergency.
2. To collect their children on time after the end of the school lessons.
3. Parent's conduct and behaviour are respectful to the teachers, parents, school staff, children and principal.
4. Parents are to attend the General Parent's Meeting.
5. One month notice is to be given for cancellation of enrolment.

RIGHTS OF THE PARENTS

Parents have the right to:

1. Notify the principal or the teacher either verbally or in writing when there is a necessary delay or absence of a student from school.
2. Initiate an individual meeting with the teacher, management of the school, or general parent's meeting.
3. Request additional work with their child, if desired.
4. Seek additional information from the principal in relation to matters of their interest.

OBLIGATIONS OF THE SCHOOL STAFF AND MANAGEMENT

The School Staff and Management have an obligation to:

1. Explain the rules of behaviour, the rights, obligations, and prohibitions to parents and students.
2. Be in attendance at school 10 minutes earlier than the designated start time.
3. Prepare school classes of a high standard that comply with the Bulgarian Ministry's standards.
4. Care for the safety and orderly behaviour of the students during the school lessons and recess.
5. Behave in a respectful manner to colleagues, parents, and students.

RIGHTS OF THE SCHOOL STAFF AND MANAGEMENT

1. The school staff and the management are not responsible for students' personal items being broken, damaged, lost or stolen, which have been brought into the school.
2. When it is necessary the teacher or the principal can demand the presence of a parent during the school lesson.
3. To impose sanctions at non-observance of the obligations and prohibitions, given by the management of the school.

PROHIBITED ACTIVITIES

1. The students may not leave or enter the building of the school during the school lessons without the permission of the teacher. Where it is necessary, the child must be accompanied by parent, guardian, teacher or employee of the school.
2. The use of personal electronic equipment and or expensive personal items such as jewellery are not to be brought to school, so as to avoid these items being lost, broken, stolen or creating a source of conflict among the children. The School does not take responsibility for loss or damage that may be incurred.
3. The use of mobile phones or other electronic devices is not permitted during the school hours.
4. Students may eat or drink during recess periods. There is no eating or drinking during school lessons.
5. Students may not run or climb on the furniture, chairs, and tables at any time in the classroom.

6. Knives or similar items, weapons, and medications or prohibited substances which cause harm are strictly prohibited.

DISCIPLINARY PROCEDURES

1. If the student is using devices during the lesson for non educational purpose (for example mobile phone), or any of the prohibited items during the lessons or recess, the teacher will confiscate them for the duration of the lessons. At the completion of the lessons, the device/item will be given to the parents.
2. A first oral warning will be given if a prohibited activity occurs. The teacher will document details of the oral warning given, which will be presented to the parents, and an apology from the student will be required.
3. A second written warning will be issued from the teacher if there is a second incident and a meeting with the parents and the principal will be organised to discuss the issue.
4. In the event of a third incident, the teacher will conduct a meeting with the parents, principal and a member of the School Management Committee to discuss the issue. If there are ongoing issues the matter will be referred to the BEFS Board and consideration will be made regarding the expulsion of the student from the school.
5. The parents are responsible for the cost of replacing damaged or lost materials, textbooks, educational aids, and any damage to the rooms or equipment.