



Charter of Polish Weekend School – ‘KLEKS’ (Official abbreviation PWS ‘KLEKS’)

Chapter I

Profile and objectives of PWS ‘KLEKS’

Article 1

1. PWS ‘KLEKS’ is a special committee of Polish-Irish Educational Association Limited – PIEA (the governing authority).
2. PWS ‘KLEKS’ is located in CBS College, Coolgreany Road, Arklow, Co. Wicklow, Ireland.
3. PWS ‘KLEKS’ is an educational care facility providing its services – in line with Polish standards of teaching – including but not limited to tuition of the Polish language, history, geography, art and music on different levels of education. In addition, the School may also provide tuition of foreign languages.
4. PWS ‘KLEKS’ provides its services in particular, but not exclusively, to children of Polish citizens, of Polish extraction or related to Polish citizens or of Polish extraction.
5. PWS ‘KLEKS’ classes take place on Saturdays. Occasionally, if required, during other days of the week. Detailed programme of classes (including dates and hours) shall be provided on the School Internet page.
6. The School classes are conducted, in principle, in Polish.
7. The classes, with exception of children attending pre-school group, can be attended only by children who are at the same time in full time education in Irish schools. It is the responsibility of the parents to ensure that their children attend a recognised school or receive a certain minimum education as required under [The Education \(Welfare\) Act 2000](#).
8. PWS ‘KLEKS’ is financed by fees paid by pupils’ parents/legal guardians and by such other external sources of income as grants, subventions, donations.

Chapter II

PWS ‘KLEKS’ subsidiary objectives and their implementation

Article 2. PWS ‘KLEKS’ subsidiary objectives

1. In terms of teaching:
 - a. Development of Polish national and cultural identity among the School pupils, support of Polish traditions and links with the home country, making pupils aware of Polish national culture.
 - b. Providing support for pupils’ intellectual, psychological and physical development, encouraging them to follow their interests and to deepen their skills, providing help in case of educational difficulties.
2. In terms of education:



- a. Providing support for development of pupils' independence, intellectual curiosity, creativity, openness, aesthetic sensitivity, sense of responsibility, respect of human being dignity, other people beliefs and faiths.
 - b. Providing support for activities reinforcing civic society and leading to ability of working and cooperation as a group.
3. In terms of care:
- a. Providing assurance of safe conditions for both learning and work, free from any forms of discrimination of either physical or psychological nature.
 - b. Taking care of pupils during the classes, after school activities and breaks between the classes.

Article 3. Implementation of PWS 'KLEKS' objectives

1. The School implements its objectives and tasks through:
 - a. regular running of classes,
 - b. organisation of additional after school activities (extra classes, remedial classes),
 - c. organisation of school galas, competitions, outings and events of cultural, sport, entertainment and science character),
 - d. development of cooperation with Polish and Irish institutions (including schools) and participation in galas, events and competitions organised by Polish Embassy in Dublin and other institutions,
 - e. provision of pedagogical support to school's pupils based on on-going communication between teachers, their pupils and the latter parents,
 - f. meetings of individual classes and of all the pupils,
 - g. any other activities helping to achieve School's objectives.
2. School's objectives are implemented to the extent allowed by the available budget, premises, human and organisational resources and in cooperation with the governing authority, the School Principal, The School Vice-Principal, the Teachers Board, the Parents' Council, the pupils and parents or legal guardians of the children attending the School.

Chapter III

PWS 'KLEKS' legal basis and provisions regulating its day-to-day running

Article 4.

1. PWS 'KLEKS' shall operate on the basis of this Charter, which forms an annex to the PIEA Board of Directors Decision No.2/2015.
2. The Charter and any bylaws of PWS 'KLEKS' have to respect a law of the Republic of Ireland.
3. The Charter and any bylaws of PWS 'KLEKS' shall be followed by all persons involved in the School operation (teachers and any other personnel, pupils and their parents/legal guardians).



4. It is a duty of the School Principal to make this Charter and any School's bylaws available to all interested by ensuring their availability on the School Internet page.

Chapter IV

PWS-KLEKS structure and powers and duties of its bodies

Article 5.

The PWS 'KLEKS' acts through the following:

- The School Principal.
- The School Vice-Principal.
- The Teachers Board.
- The Parents' Council.

Article 6.

The head of PWS 'KLEKS' is the Principal appointed by the governing authority Board of Directors. It is to be a highly educated and fully qualified individual with at least three years' experience gained in an administration and/or educational environment. Possession of former experience in the position of a school principal or in book keeping will be an advantage but not a requirement.

Specifics regarding the salary and terms of employment of the School Principal (and any other School employee) are set by the governing authority Board of Directors.

Article 7.

The School Vice-Principal is designated by the School Principal in agreement with the governing authority. It is to be a highly educated and fully qualified individual with at least one year experience gained in an educational environment.

Article 8.

The contract of both the Principal and Vice-Principal can be terminated by the governing authority if he/she acts against the objectives outlined in this Charter or the School bylaws or in the event of his/her voluntary resignation.

In the event of resignation or laying off of the School Principal, all the School documentation shall be forwarded to the School Vice-Principal, who shall perform the Principal duties until a new Principal is designated by the governing authority.

Article 9. The Principal rights and duties

The School Principal is in charge of the overall operation of and serves as a representative of PWS 'KLEKS'. It is his/her right to enter into and to terminate any agreements necessary for the School day-to-day running, including employment contracts with teachers and other School personnel. The Principal is obliged to inform upfront the governing authority about any employment contracts he/she intends to offer.



The School Principal has a right to issue any bylaws regulating day-to-day operation of PWS 'KLEKS'. Such bylaws cannot be contradictory to the provisions of this Charter.

The School Principal has a right to take any decisions regulating the School running with an exception of the matters reserved by the law or the provisions of this Charter to the governing authority or other School bodies and to dismiss any decisions of the latter ones not being in line with provisions of the School Charter.

The Principal shall:

1. Plan, oversee, co-ordinate and monitor the operation of the PWS 'KLEKS'.
2. Ensure the School compliance with the Child Care Act 1991 and of Children First: National Guidance for the Protection and Welfare of Children.
3. Oversee proper accounting procedures.
4. Manage staff recruitment and training.
5. Ensure that the curriculum is in accordance with the Polish standards of teaching.
6. Oversee preparation of teaching programs and any other programmes related to running of the School regarding in particular:
 - a) rules of School in a form of bylaws,
 - b) yearly schedule of classes as soon as the list of enlisted pupils is known but not later than by 31 of August of a respective year,
 - c) yearly work programme in cooperation with other School bodies and approved by the Teachers Board not later than by 30 of September of a respective year,
7. Oversee pupils' enrolment and keeping up to date pupils register.
8. Be empowered to give consent for the running of School classes, galas, events, competitions and outings or to cancel any of them.
9. Take decisions regarding pupil's suspension or expulsion and to inform about such decision his/her parents or legal guardians.
10. Approve students' rewards certificates.
11. Execute for and on behalf of the PWS 'KLEKS', any contracts and agreements related to the functioning of the PWS 'KLEKS' and signed with any third parties.
12. Prepare, hold and attend the meetings of the Teachers Board.
13. Prepare, in cooperation with the governing authority, the financial plan regarding each school year and to manage School funds.
14. Prepare, in co-operation with the Teachers Board, and present to the governing authority annual reports on the activities and financial condition of the PWS 'KLEKS'.
15. Work under the general supervision of the PIEA Board of Directors and within the budgetary limits established by the Board.



16. Share joint responsibility with the Vice-Principal for authorisation of all payments of funds in accordance with an approved budget.
17. Ensure that the School facilities and equipment are in good condition and working order.
18. Interact with teachers, parents and any other internal School structures.
19. Hold and attend a minimum of one Annual Parents' Meeting during each and every school year.
20. Promote a positive and inclusive atmosphere within the School community.

Article 10. The Vice-Principal rights and obligations

The Vice-Principal is deputising the Principal in the overall operation of and representation of PWS 'KLEKS'.

The Vice-Principal shall:

- a. Support the Principal in overseeing, co-ordinating and monitoring the operation of PWS 'KLEKS'.
- b. Provide, in cooperation with the Principal, directions to the governing authority in relation to proper functioning of the administration of the School.
- c. Manage, in cooperation with the Principal, the funds of PWS 'KLEKS' in line with objectives and work programme approved by the governing authority.
- d. Attend the meetings of the Teachers Board.
- e. Work under the general supervision of the School Principal and within the budgetary limits established by the governing authority.
- f. Share joint responsibility with the Principal for authorization of all payments of funds in accordance with an approved budget.
- g. Interact with teachers, parents and any internal School structures.
- h. Promote a positive and inclusive atmosphere within the School community.
- i. Perform any other duties handed over by the School Principal.

Article 11. The Teachers Board

1. Consists of the Principal, Vice-Principal and all the teachers working, in any capacity, for PWS 'KLEKS'.
2. Is headed by the School Principal.
3. Appoints a Secretary who is responsible for providing minutes of all meetings.
4. Meetings may be attended by the representatives of the governing authority and any other individuals invited by the head of the Teachers Board.
5. All decisions of the Teachers Board must be voted by ordinary majority in the presence of at least 50% of its members.



Article 12.

1. The meetings of the Teachers Board are to be organized and co-ordinated by the School Principal and held before the beginning of the school year, at the end of each semester and at the end of the school year. Additional regular meetings, devoted to day-to-day matters arising from the PWS-KLEKS operation, shall be held at the School Principal initiative. Their frequency shall be agreed between the members of the Teacher Board.
2. The School Principal may call a special meeting at the written request of the PIEA Board or majority of the teachers.
3. The Teachers Board acts in accordance with a Polish curriculum and prepares an annual PWS-KLEKS curriculum. The latter shall be presented to the PIEA Board at its first meeting following the beginning of the subsequent school year.
4. The Principal duty is to ensure that all the Teachers Board members are notified of its meetings and are provided with the agenda.
5. The minutes of each meeting are to be taken and distributed. Copies are to be retained by the Secretary.

Article 13.

The Teachers Board shall:

- a) Develop and approve, with the assistance of the School Principal, a common curriculum with associated targets and assessment arrangements.
- b) Develop and approve, with the assistance of the School Principal and in line with curriculum objectives, yearly work programme and yearly schedule of classes.
- c) Appraise the School set of textbooks to be used for individual classes.
- d) Develop the grading scheme and forms of appraisal.
- e) Facilitate involvement of parents/legal guardians in their children's education and the School's life.
- f) Provide parents/legal guardians with information about educational progress of their children.
- g) Manage students' behaviour and create a positive learning environment.
- h) Participate in and organize extra-curricular activities, such as outings, social activities and sporting events.

Article 14.

Individual members of the Teachers Board are required to keep confidential all the matters discussed at meetings unless otherwise agreed.

Article 15. The Parents' Council

1. The Parents' Council acts as a special interest sub-committee of the governing authority. It operates as an advisory body to the School Principal.



2. It consists of maximum three (3) members. All members of the Parent's Council must be parents or legal guardians of the children attending the School.
3. Members of the Parents' Council are entitled to take part in General Meetings of the governing authority.
4. The Parents' Council members are elected at the first Annual Parents' Meeting of each subsequent school year. Membership in the Parents' Council expires at the end of each School year or ceases automatically in the event of the member child(ren) dropping out of School.
5. In the event of bigger number of candidates to the Parents' Council than the maximum number of positions available, appointments shall be voted on by ordinary majority. All parents of the children attending the School have the right to vote and be elected to the Parents' Council. Each family having children attending the School may cast only one vote during each particular voting.

Chapter V

Disputes settlement among the School bodies

Article 16. Bodies responsible for disputes review

1. Any disputes between the Principal and Vice-Principal shall be adjudged by the School governing authority. Such a decision is a final one and there is no right to appeal from it.
2. Any disputes between the School collective bodies or between a teacher and a collective body shall be adjudged by the Principal or Vice-Principal (in case of the Principal being a party to a dispute). Such a decision is a final one and there is no right to appeal from it.
3. Any disputes between the Principal or Vice-Principal, on one side, and a teacher, on the other side, shall be adjudged by the Teachers Board. Parties to the dispute may lodge an appeal against the decision made to the School governing authority. This must be done within 14 days since such a decision has been communicated.

Article 17. Disputes review procedure

1. The School body shall launch a review only in case of a written request provided by the party to the dispute.
2. Before any dispute is adjudged, the review body shall allow all parties to the dispute to present their arguments and assess arguments provided objectively.
3. All disputes shall be adjudged not later than 14 days from written request for settlement or appeal to the review body decision, have been filed. The review body is obliged to inform parties to the dispute about the decision reached. Such a decision shall be substantiated.
4. The above described review procedure shall be without prejudice to court proceedings.
5. All above provisions regarding review procedure shall apply unless other provisions of this Charter or applicable Irish law states otherwise.



Chapter VI

Final provisions

Article 18. The Charter and the School bylaws review

1. The Charter may be altered by the governing authority.
2. The right to apply for the School Charter amendment shall belong to the following parties: at least 2 ordinary members of the governing authority, the School Principal or Vice-Principal, the Teachers Board.
3. The Scholl Director is responsible for providing the Charter consolidated text and its publication on the School Internet page. Amended version of the Charter shall be made available not later than 14 days since the governing authority decision regarding its amendment.
4. The Director is entitled to amend any internal bylaws of the School. He/She is responsible for making consolidated texts of such bylaws available on the School Internet page. Amended version of any bylaws shall be made available not later than 14 days since the Director decision regarding their amendment.

Article 19. Decommissioning

In case of the School liquidation its entire documentation and assets shall be transferred to the governing authority or other educational facility, as chosen by the governing body, having as an objective cultivation of Polish culture.

Article 20. Applicable law

The School shall operate in accordance with the laws of the Republic of Ireland. Any matters not regulated by this Charter shall be settled in accordance with applicable Irish law.

Article 21. Entry into force

This Charter shall enter into force on the day it is approved by the School governing authority.

Done at Arklow, 22 February 2015.