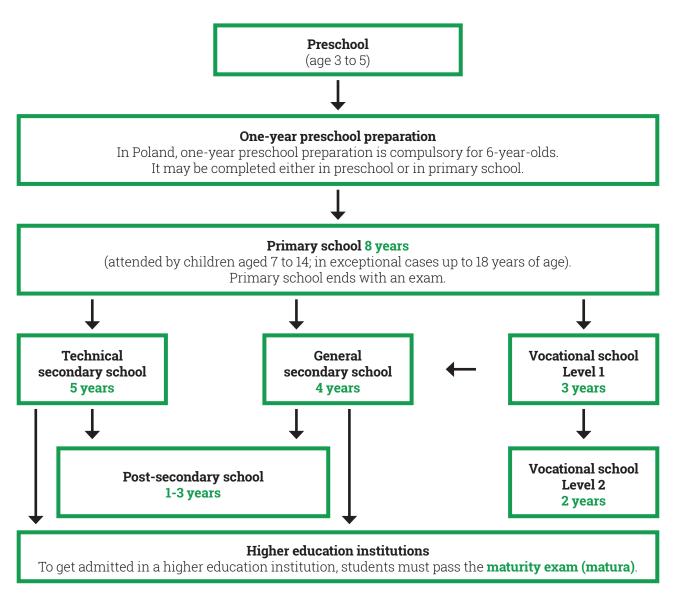
WELCOME TO GDANSK SCHOOLS!



The structure of the education system



In Poland, education is compulsory for all children up to the age of 18.

I would like to warmly welcome you to Gdansk – the greatest city in the world!



We have an old proverb in Poland: A Guest in the house is God in the house. It means that we extend warmth and hospitality to all newcomers. And this is how we want it to be in Gdansk schools. Let us make all children, teenagers, their parents and guardians always feel welcome!

I am glad that you decided to link your future with our city.

School is a very important place. At school you not only gain knowledge but also develop passions, make new friends and learn the difficult art of living among other people and in new conditions. We would like you to feel at home at your new school, without any barriers, which is why we have published this brochure – a guide intended both for you, dear pupils and for you, dear parents and guardians. This guide will help you to take your first steps in school and understand the differences between the education system in Poland and the one you know from your country. We hope we stood up to the challenge.

And after school? Explore our beautiful city! Gdansk – a city with more than a thousand years of history, whose residents value freedom and solidarity – has a lot to offer: the sea and forests, the historic centre and modern estates, museums, a theatre, a philharmonic, an opera, libraries, playgrounds, swimming pools and many other places where you can spend your free time creatively. Feel free to take advantage of all the city has to offer and remember that we have prepared a number of social and cultural programmes intended specifically for you. Children, young people, parents, guardians, grandparents... everyone has a chance to find new friends and explore new options to develop and pursue their passions and talents.

Gdansk is what we are.

So let us be kind to one another.

And then, in a while, you will no longer feel like a guest but start feeling at home.

Aleksandra Dulkiewicz

Mayor of Gdansk

Important school contacts

Tour class teacher.				
	Room no.:	Phone no.:	Email:	
School principal:				
	Room no.:	Phone no.:	Email:	
School office:				
Room no.:	Phone no.:		Email:	
School counsellor – a talk to:	person who provides	support to childre	n at school and who you can	always
	Room no.:	Phone no.:	Email:	
Welcoming Committee is a Welcoming Comm			y – ask your class teacher w	hether there
	Phone no.: .		Email:	
Your Psychological a	nd Educational Coun	selling Centre:		
Phone no.:		Email:		
Your health centre:				
Phone no ·		Email [.]		

Your first and last name:			
Your class:			
Your common room at school:			
Room no.: Phone no.:			
Address of your school:			
Website and email address of your school:			
My way to school (describe the way you take to get from home to school or stick a map):			

School year calendar

	HOLIDAYS* - DAYS OFF SCHOOL	NOTES
SEPTEMBER	Beginning of the school year – schools resume on the first working day of September**	
OCTOBER	14.10 – Teachers' Day it is not a day off, but it has a formal character	
NOVEMBER	01.11 – All Saints' Day – a religious holiday 11.11 – Poland's National Independence Day	
DECEMBER	23.12–31.12 – Christmas vacation 25.12–26.12 – Christmas break: Christmas – a religious holiday 01.01 – New Year	
JANUARY	06.01 – Epiphany – a religious holiday	
JANUARY/ FEBRUARY	2 weeks of winter break – the dates for winter break vary among the provinces in Poland and you should consult the calendar for the specific school year to check when it is scheduled in Gdansk (available day camp options will be discussed during a pre-break parents-teacher meeting)	
MARCH/ APRIL	Easter break – starts on Thursday before Easter and ends on the closest Tuesday Easter – a religious holiday which is celebrated on a different day each year; as this is a so called movable holiday, it has no fixed date	
MAY	01.05 – International Workers' Day 03.05 – 3 May Constitution Day	
JUNE	Corpus Christi – a religious holiday which is celebrated on a different day each year (movable holiday) End of school year – classes end on the next Friday after June 20***	
JUNE/ JULY/ AUGUST	Holidays – start on the day following the end of the school year and end on 31 August (before holidays, available summer day camp options will be discussed at a parents-teacher meeting)	

^{*} In Poland, holidays may be connected with celebrations of days important for Poles in connection with historical and religious events. The Roman Catholic faith is dominant in Poland and therefore some adays that are important for Catholics are also days off from work and school. Days off are determined on the basis of the provisions of generally applicable laws.

** If the first day of September falls on Friday or Saturday, school will begin on the first Monday after 1 September.

*** If Thursday before the first Friday after 20 June is a public holiday, school will end on Wednesday that week.

A note from your class teacher – additional days off (determined by the school principal and parents or guardians at the beginning of the school year)
and dates of my exams in the school year



Daily timetable

Lessons are held from Monday to Friday and start at:

Lesson 1 time:

Break 1 time: Lesson 2 time:

Break 2 time: Lesson 3 time:

Break 3 time: Lesson 4 time:

Break 4 time:.... Lesson 5 time:

Break 5 time:

Lesson 6 time:

Break 6 time: Lesson 7 time:

Break 7 time: Lesson 8 time:

Break 8 time:

Lesson 9 time:

Break 9 time:.... Lesson 10 time:

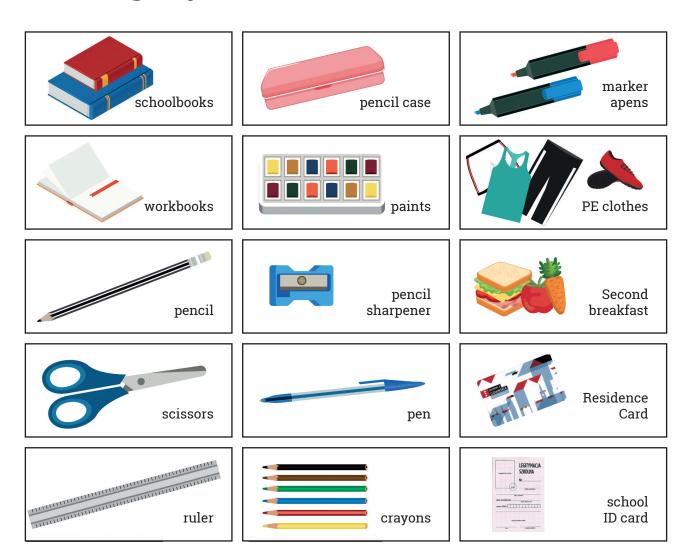
Break 10 time:



Usually, classes are taught by one teacher. Sometimes, in inclusive classroom settings, children work with two teachers. One of them is a teaching assistant who supports the class teacher and helps children who find learning new things difficult.

Place for your timetable
Extra-curricular activities:

Things you need at school



Ask your class teacher to explain the dress code and behaviour rules of your school.

Textbooks and additional school supplies:	
A note from your class teacher concerning things you will need at your	school:

Parent / Guardian!

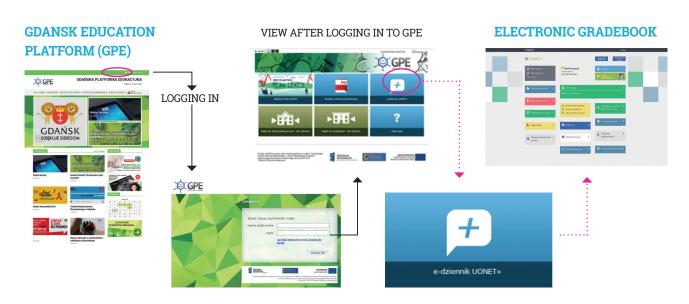
Stay up to date!





Gdansk Education Platform (GPE) — edu.gdansk.pl is an online platform dedicated to the organisation of school work. On the Education Platform both parents / guardians and pupils can learn about the latest changes and plans as well as opportunities offered by the school. Please, contact the school office for information on how to access the Education Platform.

Electronic Gradebook – is an electronic tool for documenting the course of classes and everyday school life. It is used to contact teachers and to obtain information about a pupil's grades, behaviour and school attendance. It is a part of the Gdansk Education Platform. To obtain access to the Electronic Gradebook, please contact the school office. The Electronic Gradebook is also available as a mobile app to be downloaded to your smartphone – "Dzienniczek +".



Parents' Council – a group of parents and guardians, representatives of all classes, who work with the school in matters concerning childcare and education.

Class councils – parents and guardians who help manage class affairs.

Welcoming Committee – a group of parents and guardians who help other parents, guardians and children learning at the school with organisational matters. The committee is composed of different people, including persons speaking different languages. Welcoming Committees operate in selected schools only – ask your class teacher or principal whether there is a Welcoming Committee in your school.

A note from your class teacher:



Break

DURING BREAKS, YOU MUST NOT LEAVE THE SCHOOL PREMISES!

Places available to pupils during breaks:

- Library
- Reading room
- School hallways
- Gym check what hours are scheduled for your class to spend time in the gym
- School sports ground only under teacher supervision
- Playground under teacher supervision

other places:
Parent / Guardian!
Remember to pack a second breakfast for your child.
Ask the class teacher about the availability of lunches

at school and the possibility of exemption from fees.

meals served at school:

Extra-curricular activities

Extra-curricular activities for children	extra classes of Polish as a foreign language (ask the principal about the number of hours per week you are entitled to catch-up classes
	(ask the principal about the number of hours per week you are entitled to
	interest groups (a number of subjects to choose from) interest oriented classes
	sports activities, library, IT labs
activities for all pupils	common room activities
	catch-up classes
	swimming
	information about paid activities organized by external companies can be obtained during a parents-teacher meeting
ethics / family life	participation in these activities is voluntary – parents or guardians inform the school whether they wish their child to attend by submitting a declaration*

^{*}A declaration form is provided on one of the last pages of this brochure.



How can I make friends with other pupils at school?

Your class teacher will introduce you to your new class.

You will have plenty of time to find new friends during breaks and extra-curricular activities.

Some of your classmates are more sociable, while others might be shy. But this doesn't mean that they don't want to be friends with you. Our school also caters for children

With various disabilities.

Such children may need additional support
from a teacher, but also from their classmates.

If you are willing to help, just ask:

If you are willing to milling to help, just ask:

"What can I do for you?" or "How can I help you?"

We often have new pupils at school. Some friends you meet may have been attending our school only as long as you have.

Assessment system used at our school

Grade levels 0/1-3

You and your parents / guardians get ongoing information about your current learning progress and conduct. You also get a descriptive assessment at the end of each semester and school year.

Grade levels 4-8

- 1. You get grades from 1 to 6.
- 2. Teachers assess your academic progress on a day to day basis.
- 3. At the end of each semester and school year, teachers give you final grades that reflect your performance in every subject and your conduct.



Subject grades from 1 to 6

6 – excellent	(+++++)
5 — very good	(++++)
4 – good	(++++)
3 — satisfactory	(+++)
2 – poor	(++)
1 – unsatisfactory	(-)

Conduct grades:

exemplary very good good acceptable unacceptable reprehensible

To get access to their grades and teachers' comments, pupils may check their profile on the Gdansk Education Platform and their parents / guardians can log on to the Electronic Gradebook.

School form templates

you can use the following templates or use the functionalities of the Electronic Gradebook

ABSENCE NOTE

Please excuse my child	(first and last name)
for being absent from schoo	l on
due to illness / medical appointment /	/ important family matters.
legible signature of pare	ent / guardian

USPRAWIEDLIWIENIE

Proszę o usprawiedliwienie nieobecn	ości w szkole w dniu / dniach
mojego dziecka	(imię i nazwisko),
z powodu choroby / badań / z wa	ażnych powodów rodzinnych.
czytelny podpis rodzica	/ opiekuna prawnego

EXCUSE NOTE

Please excuse my child	(first and last name)	
from classes on	(day) at	
legible signature of	parent / guardian	
ZWOLN	IIENIE	
Proszę o zwolnienie z zajęć lekcyjnych mojego dziecka		
o godzo godz		
czytelny podpis rodzica	/ opiokupa prawpogo	
czytemy poupis rouzica	- piekuna prawnego	
CONSENT		
I give my consent to my child	(first and last name)	
participation in a school outing / group building trip / residential trip		
to(destination) on	(date / dates).	
legible signature of parent / guardian		
ZGODA		
Wyrażam zgodę na udział mojego dziecka	(imię i nazwisko)	
w wycieczce / wyjeździe integracyjnym / zielonej szkole		
do(nazwa miejso	ca) w dniu / dniach	
czytelny podpis rodzica / opiekuna prawnego		

RELIGIOUS EDUCATION CLASSES PARTICIPATION FORM*

I hereby stat	e that I wish for my child	(first and last name)
to participate in	(name of faith) religious	education classes in the school year /
	date and legible signature of	
OŚWIA	DCZENIE O UCZESTNICTWIE DZI	ECKA W LEKCJACH RELIGII*
		a(imię i nazwisko) nania) w roku szkolnym/
	data i czytelny podpis rodzica /	opiekuna prawnego
	ETHICS CLASSES PARTICI	PATION FORM*
•	_	(first and last name)
to pa	articipate in ethics classes in the s	chool year/
	date and legible signature of	
*To sign a child up for specific religious education classes or ethics classes, a parent must submit a declaration form. There is no need to infor the school if you do not wish to enroll your child in these classes: registration is not automatic. If you decide to withdraw your child from religior education or ethics class after they have been enrolled, you must inform the school principal of the change in writing. A child can participate in bo religious education and ethics classes, in one of them or none at all.		
OŚWIA	ADCZENIE O UCZESTNICTWIE DZ	IECKA W LEKCJACH ETYKI*
Oświadczam, że wy	rażam wolę udziału mojego dzieck w zajęciach etyki w roku szkoln	a(imię i nazwisko) ym/
	data i czytelny podpis rodzica /	opiekuna prawnego
* Zapisanie dziecka na zajęcia ok	reślonej religii lub etyki wymaga oświadczenia w	woli rodzica. Nie ma potrzeby informowania szkoły o braku chęci

^{*} Zapisanie dziecka na zajęcia określonej religii lub etyki wymaga oświadczenia woli rodzica. Nie ma potrzeby informowania szkoły o braku chęci zapisania dziecka na te zajęcia: nie jest ono automatyczne. W przypadku rezygnacji z udziału w zajęciach religii lub etyki, po tym jak dziecko zostało na nie zapisane, należy pisemnie poinformować dyrektora / dyrektorkę szkoły o zmianie decyzji. Dziecko może uczestniczyć zarówno w zajęciach religii i etyki, w jednych z nich lub w żadnych.

FAMILY LIFE EDUCATION CLASSES WITHDRAWAL FORM**

	rild(first and last name) es in the school year/	
date and legible sign	ature of parent / guardian	
** Children are automatically enrolled in family life education classes (parents do not have to sign them up). This is why only a withdrawal form is provided.		
OŚWIADCZENIE O REZYGNACJI Z UDZIAŁU DZIECKA	A W ZAJĘCIACH WYCHOWANIA DO ŻYCIA W RODZINIE**	
	dziecka (imię i nazwisko) rodzinie w roku szkolnym /	
data i czytelny podpis r	odzica / opiekuna prawnego	
** Zapisanie dziecka na zajęcia wychowania do życia w rodzinie nast Dlatego zamieszczamy jedynie wzór oświadczenia o rezygnacji.	ępuje automatycznie (nie trzeba zapisywać na nie dziecka).	
CHILD PICK-UP A	UTHORISATION FORM	
holder of identity card to pick up my child	rst and last name of the authorised person)(type and number)(first and last name) from school	
	ature of parent / guardian	
UPOWAŻNIENIE DO OD	BIORU DZIECKA ZE SZKOŁY	
legitymującą/ego się dowodem tożsamości do odbioru mojego dziecka	(imię i nazwisko osoby upoważnionej) (nazwa i numer dokumentu) (imię i nazwisko)	
	odzica / opiekuna prawnego	

A mini glossary of basic school terms

Assembly

A meeting of the school principal and teaching staff with pupils.

Libraries

Places where you can enjoy a collections of books, newspapers, magazines and other reading resources in a quiet and welcoming atmosphere and borrow books to take home. In some libraries you can use a computer or even take part in various events and workshops - ask your librarian about availability. At school, you can use the school library, and after school – public libraries located in different districts of the city. Libraries are free to use. All you have to remember is to return the borrowed books on time.

If you like going to libraries and participating in various cultural events, you can obtain the Card to Culture (**Karta do Kultury**) which is issued in every public library in the Tri-City. The card only costs 1 zloty and not only allows for the use of all Tri-City public libraries (in Gdansk, Gdynia and Sopot), but also offers discounts to cafés, for various concerts, performances, exhibitions, cinema tickets and even a number of courses.

Detailed information can be found here:



Long break / Lunch break

A longer break around noon (about 20 minutes), when you can eat a meal. Some schools have canteens where lunch is served. If there is no school canteen, you have to bring your own meal from home.

School principal

A person who manages the school.

Exam

An exam measures the level of knowledge and skills acquired by pupils at school. At the end of primary school you will take the so called eight-grader exam (an external exam). Next, there will be maturity exam (matura) or vocational exam – depending on the type of secondary school you decide to go to after primary school.

Winter break

After the first half of the school year (semester), pupils have a two-week break. The dates for winter break vary among individual provinces and are scheduled by the Minister of National Education. To check the exact dates, you should consult the calendar for the specific school year.

During the winter break, various free events and activities for children and young people are organised in Gdansk. Sometimes, also day camp programmes are available. Such events, activities

and day camp programmes are offered as part of the Action Winter (**Akcja Zima**) initiative funded by the city of Gdansk.

Detailed information about the Action Winter project will be available at the pre-break parents-teacher meeting.

Teaching staff

All the teachers working in the school.

Residence Card

A card that allows you to visit cultural, sports and leisure facilities free of charge and enjoy various discounts and benefits offered by the city.

As a holder of the Residence Card, you can activate a package of free rides for children and young people, that allows you, as a pupil a Gdansk school, to use free public transport (buses and trams) in Gdansk with your Residence Card and your current school ID card. The package should be activated by the end of September each year. Residence Cards are issued by the Gdansk City Hall.

You can apply for a Residence Card online



Pop quiz

A quick method of written knowledge assessment. Written in the classroom.

Inclusion class

A group of pupils including children with special educational needs.

In such a class, the teacher and pupils are supported by an additional teaching assistant. Being a part of such a class is really special, because apart from gaining knowledge, you can learn to support each other in overcoming various difficulties. And this is an important skill.

School ID card

Individual classroom assignment that usually lasts one class session and aims to asses pupils' knowledge after completing a larger thematic unit.

Legitymacja szkolna

A document with a photo of the pupil, confirming the fact of attending school and entitlement to discounts on public transport - rail, tram and bus. With your current school ID card, you can use the library and get additional discounts e.g. to the cinema, restaurants, swimming pool and other places.

The ID card should bear a valid stamp of the school, which must be renewed each year, in September. To get your ID card stamped, please contact the school office.

Lesson

A lesson is the period of time when school classes are taught. Typically, one lesson lasts 45 minutes, and there are breaks scheduled in between, which are usually 10 minutes long.

Teaching assistant

A person who assists the teacher and offers support to pupils with special needs during classes.

Absence

In Poland, children are obliged to go to school until they are 18 years old.

If a child misses school, their parent or guardian must provide an **absence note** to the class teacher, explaining the reason why the child has not come to school. In the case of longer absences caused by health problems, a **sick note** must be brought to school. Such note is a document from a doctor which confirms that the child was sick and therefore could not attend classes.

Grade

Starting from the fourth grade level of primary school, pupils receive grades (marks) on a scale of 1 to 6, where 6 is the highest grade.

Mid-year grade

After the first semester, students receive mid-year grades for each subject.

A mid-year grade is a summary assessment of progress from the beginning of the school year to the end of the first semester.

End-of-year grade

A final grade for each subject received at the end of the school year. It is a summary assessment of a pupil's performance throughout the year.

School counsellor

A person who takes care of the wellbeing of pupils and supports their development. Their role is to help you solve problems and difficulties that you may encounter at school.

Staffroom

A special room in the school for teachers, where they spend time during breaks.

Psychological and educational counselling centre

A place where qualified professionals examine children's abilities concerning education.

Semester / term

A period of study lasting half the school year. The first semester usually lasts from September to February and the second semester - from March to August. Each semester, pupils' performance is summarised. Summary assessment for the first semester takes place in late January, and for the second semester - in June. At the end of the first semester pupils receive mid-year grades and at the end of the second semester - end-of-year grades.

Break

A short period of time for pupils to relax between lessons - usually lasts about 10 min.

A lesson lasts 45 min.

School psychologist

A qualified staff member to whom you can talk about your feelings and emotions. Their role is to help pupils cope with different situations.

School year

In Poland, classes start on the first working day of September and end on the next Friday after June 20. In primary school, the school year consists of two semesters lasting 6 months each. The first semester begins in September and lasts until the end of February of the following year, and the second semester begins in March and lasts until the end of August.

School office

Assists in organising the school's affairs. This is a place where teachers, parents and pupils go to do a number of things, such as submitting documents, applications or forms, etc.

Parents-teacher meeting

It is a meeting of pupils' parents or guardians with one or several teachers. It is organised to discuss children's progress at school and other important school matters. Such meetings are scheduled by the school principal and your class teacher.

School canteen

A place in school where lunch is served.

Formal uniform

An outfit that usually consists of a white shirt or blouse and navy-blue or black trousers or skirt.

School assessment system

Each school uses its own assessment system. Your class teacher will inform you about the specific assessment rules used at your school.

School common room

It is a place where you can safely spend time before and after classes.

The common room staff, among other things, support children in developing their interests and assist them in doing their homework.

Test

A method of knowledge assessment with questions and several answer options. To solve a test, pupils have to select the right answer to the questions asked.

Holidays

Holidays are a time off from school in the summer. They start after the end of the second semester and last from the last week of June until the end of August.

During the holidays, the City of Gdansk organizes a summer recreation programme for children and youth called **Action Summer** (Akcja Lato). As part of the Action Summer initiative, you can participate in camps, day camps and other events or activities.

Detailed information about the Action Summer project will be available at the pre-holiday parents-teacher meeting.

Class teacher

A teacher in charge of a given class.

A class teacher is responsible for organisational matters concerning a given class, but also promotes inclusion, encourages good relations between pupils and helps solve conflicts. She or he shapes the right attitude towards learning and other school related duties, promotes social activity, inspires and supports teamwork. A class teacher works with other teachers teaching the class, as well as with the school counsellor and other qualified professionals offering psychological and educational support.

He or she is in constant contact with a pupil's parents or guardians.

PE (WF)

Sports activities organised as part of school classes.

List of institutions, organisations and other facilities offering support in the area of education

Organisations and institutions:

Gdansk City Hall

Social Development Department direct supervision over school principals

ul. Kartuska 5, 80-103 Gdańsk

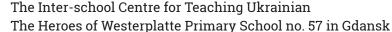
Phone no.: +48 58 323 67 27, Fax: +48 58 323 67 57

Email: wrs@gdansk.gda.pl

Gdansk Education Authority

an authority supervising the operation of schools in the field of teaching, education and childcare

ul. Wały Jagiellońskie 24, 80-853 Gdańsk Email: kuratorium@kuratorium.gda.pl



ul. Aksamitna 8, 80-858 Gdańsk

Phone no.: 58 301 34 96, Fax: 58 300 05 49 Email: sekretariat@SP57.edu.gdansk.pl

Immigrant Support Centre (CWII)

a non-governmental organisation offering support in various languages to persons staying in Poland

ul. Gdyńskich Kosynierów 11 lok. 1, 80-866 Gdańsk Email: centrum@cwii.org.pl









Where can I develop my passions?

Palace of Youth (PM) a culture centre offering extra-curricular activities. Pałac Młodzieży w Gdańsku im. Obrońców Poczty Polskiej ul. Ogarna 56, 80-826 Gdańsk



Gdansk Archipelago of Culture (GAK)

a network of culture centres where various artistic events, meetings and activities take place. GAKs are located in different districts of the city. Visit your nearest GAK



Gdansk Sports Centre (GOS)

a network of Gdansk based facilities organising sports activities. Find a place that suits your sporting interests



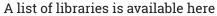
Community Houses

places where various events, meetings and activities take place. Community Houses are located in different districts of the city. Find your Community House on the website



Public Libraries in Tri-City

libraries located in different districts of Gdansk, Gdynia and Sopot that you may use once you obtain a Metropolitan Card to Culture. This card costs 1 zloty and is issued in each library.





Where can I get help if something bad happens to me?

- Write an email in your language to the **Immigrant Support Centre (CWII)** and send it to the address: centrum@cwii.org.pl or use Facebook Messenger: www.facebook.com/cwiitrojmiasto You will be contacted by a person speaking your language.
- Call: 116 111. This is a dedicated helpline for children and young people.
- Write an email in your language to the **Municipal Family Support Centre (MOPR)**: wsparcie@mopr.gda.pl. You will be contacted by a person speaking your language.

Where can I get help when my school is not able to offer support?

- Write an email in your language to the **Immigrant Support Centre (CWII)** and send it to the address: centrum@cwii.org.pl or use Facebook Messenger: www.facebook.com/cwiitrojmiasto You will be contacted by a person speaking your language.
- Write an email in your language to the **Gdansk City Hall Social Development Department** and send it to the address: wrs@gdansk.gda.pl.
- You will be contacted by a person speaking your language.

Would you like to have something to say about changes in Gdansk or do you have any ideas for actions? Contact:

- The student council at your school these are the pupils who are involved in organising various activities and events at school. Ask your class teacher about the activities of the student council at your school.
- The Youth City Council of Gdansk these are representatives of Gdansk youth before the city authorities involved in the process of "co-creation" of the city.
 - You can follow their initiatives and contact them online: www.facebook.com/pg/MlodziezowaRadaMiastaGdanska
- The "Youth in the City" Civil Dialogue Group a group of adults, children and young people who organize and conduct various activities in the city.
 - To learn more about the group, visit:
 - www.gdansk.pl/urzad-miejski/wydzial-rozwoju-spolecznego/zespol-dialogu-obywatelskiego-mlodzi-w-miescie,a,159899

Emergency phone numbers:

- Ambulance **999** lub **112**
- Police **997** lub **112**
- Fire brigade **998** lub **112**
- Municipal police 986 lub 112



Free copy

Preparation, contact:

Gdansk City Hall Social Development Department ul Kartuska 5 80-103 Gdańsk

Phone no.: +48 58 323 67 27 Fax: +48 58 323 67 57

Email: wrs@gdansk.gda.pl

EDITOR & PROOFREADER Julia Gierczak





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The brochure is available online at: www.qdansk.pl/edukacja and www.qdansk.pl/migracje Gdansk 2020.

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