



THE GEN. W. SIKORSKI POLISH SUPPLEMENTARY ACADEMY

POLSKA AKADEMIA UZUPEŁNIAJĄCA IM. GEN. W. SIKORSKIEGO



COMPLIANCE STATEMENT

Sikorski Academy's unwavering commitment to safety and inclusivity aims to build trust and confidence among staff, parents, guardians, and students, ensuring they feel valued and secure.

REGULATIONS OF THE ACADEMY

1. OBJECTIVES

The Academy aims to inform children, parents, and other family members of the rules applicable to students attending the General W. Sikorski Polish Supplementary Academy in Rochdale.

2. EXPLANATORY STATEMENT

The Academy recognises the importance of establishing rules and regulations to ensure student safety. The Regulations are an appendix to the Statute of the Academy. All members of the Academy community are obliged to comply with its provisions.

3. PROCEDURE

1) REGISTRATION

- a. Attendance at the Academy is voluntary and is an additional activity supplementing school education in accordance with English law.
- b. The Directors of the Academy conduct recruitment.
- c. The parent/legal guardian is required to submit the completed and signed "Registration Application" by the deadline set by the Academy. The form is available at the secretariat and on the Academy's website.
- d. Enrolling a child in the Academy entails accepting both the educational program and the regulations.
- e. Enrolment occurs during the last month of the school year and through the end of September of the new school year. Priority is given to children continuing their education, provided that they declare by the end of June or by the deadline set by the Directors.
- f. If there are no places, the child is placed on the reserve list. The Academy may conduct additional recruitment.
- g. The Director of Education assigns a place in a class; the parent does not choose the class or the teacher.

2) DATES AND DURATION OF CLASSES

- a. The school year begins on the first or second Saturday of September and ends on the first or second Saturday of July.
- b. Classes are held on Saturdays from 9:00 a.m. to 12:30 p.m.
- c. Students may participate in religious lessons according to the Pedagogical Council schedule.

3) SCHEDULE:

- ⇒ 9:00–10:30 – classes
- ⇒ 10:30–11:00 – break/lunch
- ⇒ 11:00–12:30 – classes
- ⇒ 12:30 – pick-up of students

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4. STUDENTS

Any child aged 4, regardless of gender, race, or political or religious beliefs, who wants to learn Polish and other subjects in Polish can become a STUDENT of the Academy.

- 1) STUDENT RIGHTS:
 - a. Access to a properly organised learning process
 - b. Educational care and safety
 - c. Kind treatment
 - d. Fair, objective and open assessment
 - e. Participation in extracurricular activities, trips and school celebrations
- 2) OBLIGATIONS OF THE STUDENT:
 - a. Compliance with the Terms and Conditions
 - b. Respect for all members of the Academy
 - c. Keeping the Academy's property clean and respectful
 - d. Punctuality and systematic participation in classes
 - e. Preparing for the Lesson and Doing Homework
 - f. Participation in academies and rollcalls
 - g. Use of the Polish language during classes
- 3) PROHIBITIONS FOR THE STUDENT:
 - a. Arbitrary departure from the Academy premises from 9:00 a.m. to 12:30 p.m.
 - b. Use of physical and verbal violence
 - c. Eating meals during lessons
 - d. Bringing cigarettes, alcohol, drugs and being under the influence of them
 - e. Bringing animals or valuables (the Academy is not responsible)
 - f. Use your phone during class
- 4) **IN CASE OF VIOLATION OF THE TERMS AND CONDITIONS:**
 - a. first verbal reprimand,
 - b. written notification to parents,
 - c. As a last resort, deletion from the student list.

5. PARENTS

Parents/guardians are obliged to:

- 1) Bringing children regularly and on time
- 2) Responsibility for the child's safety before the start of classes
- 3) Monitor your child's progress and help with homework
- 4) Attending meetings and helping with school events
- 5) Justifying absences or lateness, informing about changes in the child's pick-up time
- 6) Update contact information
- 7) Compliance with the regulations and statutes of the Academy
- 8) Paying tuition fees and paying for damages caused by the child on time

6. ACADEMY FEES

- 1) Fees should be paid by bank transfer to the Academy's account (details provided in the secretariat).
- 2) Payment Option: Upfront for the whole year, at the beginning of each semester, or every 4 weeks.
- 3) In exceptional situations, it is possible to waive or cancel fees (after submitting an application to the Director of Administrative and Legal Affairs).
- 4) Tuition fees can only be refunded after a reasoned application.

5) The fee does not include the cost of additional study aids, excursions, or similar expenses.

7. HEALTH EMERGENCIES

- 1) Parents are immediately informed of accidents.
- 2) For minor injuries, the child is treated by the staff.
- 3) In serious cases, an ambulance is called.
- 4) The Academy has established clear procedures for health emergencies, including immediate notification of parents, staff training, and coordination with medical services, to ensure prompt and effective responses.

8. SUSPECTED NEGLECT OR HARASSMENT

Any signs of negligence or harm will be taken very seriously and handled in accordance with Safeguarding Children's procedures.

9. SCHOOL GROUNDS AND PARKING

- 1) Parents must follow the Highway Code when dropping off and picking up children.
- 2) Maintain order in the Academy.
- 3) Do not stay in the building outside the parking lot when bringing and picking up children.
- 4) Ban on bringing animals, throwing rubber, trade, and handing out leaflets
- 5) No smoking, alcohol consumption, or drug use

10. APPROVAL

Procedures approved by Director of Administrative and Legal Affairs and. The Management Board of the Academy

11. EVALUATION

These procedures are reviewed annually by Director of Administrative and Legal Affairs

12. ADDITIONAL INFORMATION

If there are any doubts or concerns, they should contact the Academy Director for guidance and support.

13. TRAINING

The Academy is committed to continuous professional development.

14. REFERENCE TO OTHER DOCUMENTS

This policy should be read in conjunction with the following documents and legislation:

Safeguarding Policy, Whistle-blowing Policy, Staff Code of Conduct, Equal Opportunities Policy, Partnership with Parents Policy, Confidentiality Policy, Health and Safety Policy, Training Log, Data Protection Act 2018 Employment Rights Act 1996, Working Together to Safeguard Children (2015), After-school Clubs, Community Activities, and Tuition – Safeguarding Guidance for Providers (September 2023), Keeping Children Safe in Education (KCSIE) 2024, SEND Code of Practice (2014), UNCRC (1991), The Equality Act 2010

15. DATE AND APPROVAL SIGNATURES ON BEHALF OF THE MANAGEMENT BOARD OF THE ACADEMY

Edyta Stefańska

05.01.2026 Director of Administrative and Legal Affairs
