

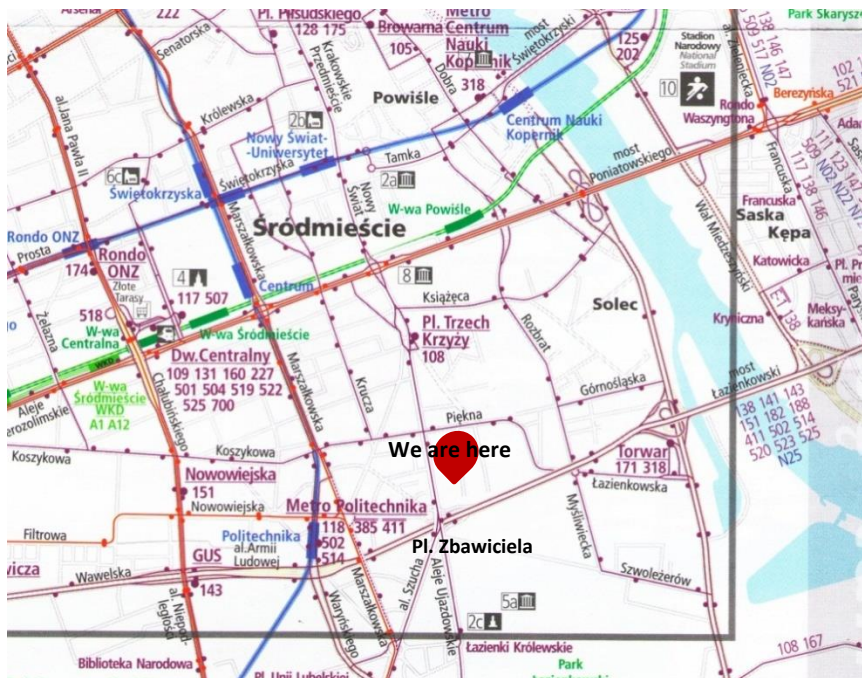
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www.ztm.waw.pl

SCHOOL WORKING HOURS:

School office 6.00 – 14.00

Day-care room 7.00 – 17.30

Nurse 8.00 – 15.00

Guidance counselor
(working hours on the door)

Student

Name:

Surname:

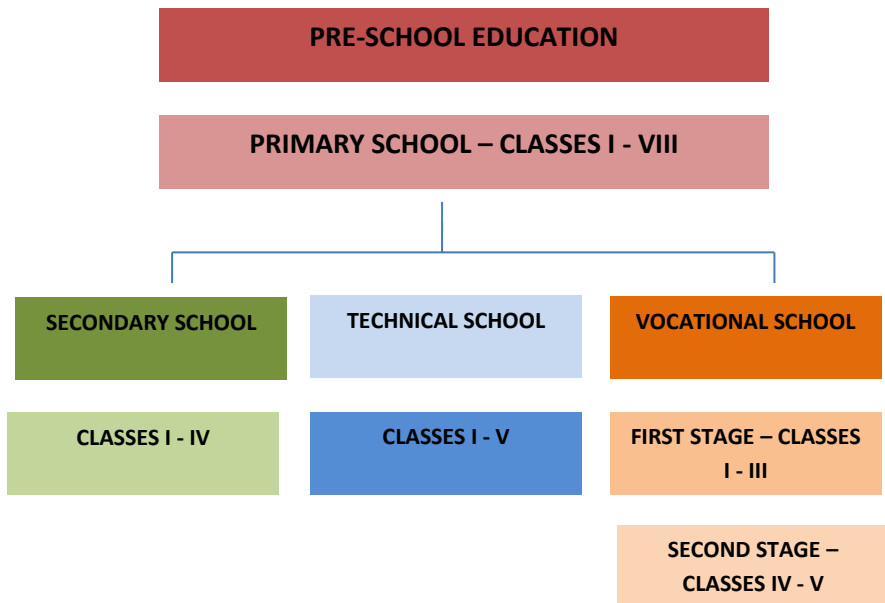
Class:

Form tutor:

Classroom number:



POLISH EDUCATION SYSTEM SCHEME



SCHOOL YEAR CALENDAR 2025/2026

Month	Public holidays / free days
IX	01.09.2025 – The beginning of the school year ³
X	
XI	01.11.2025 – All Saints' Day ¹ 11.11.2025 – Independence Day ¹ 22- 24.12.2025 – Christmas Holidays ²
XII	25- 26.12.2025 – Christmas Day/Boxing Day ¹ 27 - 31.12.2025 – Christmas Break ² 01.01.2026 – New Year's Day ¹
I	06.01.2026 – Epiphany Holiday ¹
I - II	19.01.2026 - 01.02.2026 – Winter Break ⁴ 02.04. – 07.04. 2026 – Easter Break ²
III - IV	05.04. – 06.04.2026 – Easter ¹ 07.04.2026 – Easter Break ²
V	01.05.2026– Labour Day/May Day ¹ 03.05.2026 – May 3rd Constitution Day ¹
VI	19.06.2026 – Corpus Christi ¹ 26.06. 2026 – End of School Year for pupils ³
VII, VIII	27.06. – 31.08.2026 – Summer Holidays ⁴

Key:¹ Public and religious holidays

² Free days, without lessons, but the school provides care.

³ Important dates in , without lessons, meetings with form tutors, formal clothes obligatory.

⁴ Holiday time for pupils, without lessons and care classes, only administrative staff work

TEACHER-PARENT MEETINGS AND OPEN DAYS - SCHEDULE

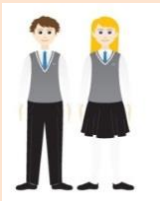
	I st term	II nd term
Teacher-parent meetings	10.09.2025	02.06.2026
	14.01.2026	
Open days	08.10.2025	04.03.2026
	05.11.2025	15.04.2026
	17.12.2025	06.05.2026

LESSONS AND BRAKES TIMES

Lessons take place: Monday – Friday in accordance with the class timetable

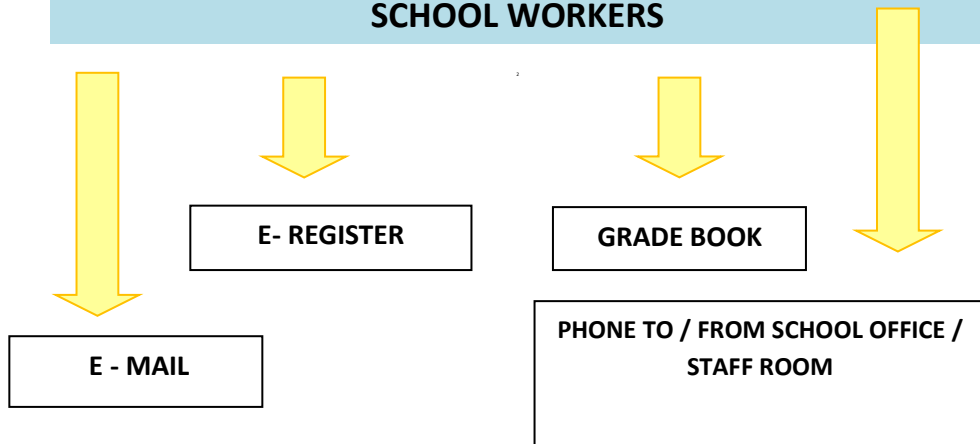
Lesson	Lesson hours	Breaks
Lesson 1	8.00 – 8.45	
		Break 1
Lesson 2	8.55 – 9.40	
		Break 2
Lesson 3	9.50 – 10.35	
		Break 3
Lesson 4	10.45 – 11.30	
		Break 4 (lunch break)
Lesson 5	11.50 – 12.35	
		Break 5 (lunch break)
Lesson 6	12.55 – 13.40	
		Break 6
Lesson 7	13.50 – 14.35	
		Break 7
Lesson 8	14.45 – 15.30	
		Break 8
Lesson 9	15.35 – 16.20	
		Break 9

ITEMS REQUIRED AT SCHOOL

book, workbooks - provided by school		Grade book – reminds pupils about important events	
scissors		eraser	
subject notebooks		maths accessories	
pencil		pen	
sports kits - white T-shirt - dark shorts		Formal clothes: - white shirt or blouse - dark or navy blue trousers/skirt	
additional school footwear with white soles			

Subject teacher informs about any other additional accessories needed in class.

COMMUNICATION METHODS BETWEEN PARENTS AND SCHOOL WORKERS



PLACES, WHERE YOU CAN STAY, WHEN THERE ARE NO LESSONS OR DURING THE BREAKS:

corridor - I st floor (for pupils I – III only)
corridor – II nd or III rd floor (for older pupils)

day-care room – classroom 71 – III rd floor

library- classroom 79 - III rd floor

playground — under the teacher’s supervision



DINNERS

In classes 0-III pupils eat their breakfast and dinner under the teacher's supervision and time set by him.



Dinners for classes IV – VIII are handed over during the **lunch breaks** after 4th and 5th lesson in the school canteen, located on the ground floor.

Payment is accepted in the canteen only for the first three days of the month or by bank transfer on the following account number:



(account number: 86 1500 1878 1218 7006 3431 0000). Please remember to write the name, surname and class in the title of the bank transfer. Payment is to be done till the last day of each month. In case of financial difficulties parents can turn their request for social help. For documents, forms and information please ask the guidance counselor (second floor, classroom number 53) .

The information about the lunch fee is available on the information board in front of the school canteen.

Food can be also purchased in the **school shop** located on the second floor.



EXTRA - CURRICULAR ACTIVITIES

Information on additional Polish lessons will be provided by your form tutor.

Extra-curricular activities for all pupils:

1. Special interest groups (from various subjects – to choose from)
2. sports activities
3. day-care room classes
4. catch-up classes

Information on extra-curricular classes offered are available on the school website as well as at subject teachers.

DIRECTIONS FOR THE PUPIL

WHAT TO DO IF:

YOU WERE ABSENT FROM CLASS

Your parents have to write an excuse through e-register. You can also bring an excuse note in a written form to your form tutor from your parents or a doctor .



YOU HAVE TO LEAVE EARLIER

Your parents ask the form tutor to exempt you from school classes
In a written form (in your grade book, e-register or via e-mail).

YOU ARE LATE FOR CLASS

You go to your class and say:
„Good morning, I’m sorry for being late”.

YOU FEEL UNWELL

You tell your form tutor or the school nurse about it.
They call your parents, who will pick you up from school.



YOU HAD AN ARGUMENT WITH A FRIEND FROM SCHOOL OR YOU HAVE A DIFFERENT PROBLEM

You can talk about it to the form tutor or the guidance counselor.

YOU CAN'T DO YOUR HOMEWORK

You can ask the subject teacher, your form tutor or the guidance counselor for help.

FOR THIS AND ANY OTHER ISSUES ASK YOUR FORM TUTOR.



SCHOOL FORMS TEMPLATES

JUSTIFICATION

I would like to excuse my daughter's/son's
(*her/his name and surname*) from the school classes on (date)

..... *parent's signature*

EXEMPTION FROM THE SCHOOL CLASSES

I ask you to exempt my daughter/son

.....(*his/her name and surname*) **from school classes**

On (date) at (hour). son/daughter may
leave school on her/his own /or I will pick her/him personally

..... *parent's signature*

EXEMPTION FROM PE CLASSES *

I ask you to exempt my daughter/son (*her/his name and surname*).....from PE classes on (date).....

.....*parent's signature*

*** Exemption from PE classes does not mean that the pupil can go home. If the pupil should be released from school the exemption from school should be also submitted.**

Templates of all other school forms will be presented by your form teacher if necessary.

HOW CAN YOU MAKE FRIENDS WITH OTHER PUPILS AT SCHOOL?

On the first day your form tutor will introduce you to your new classmates .

You will have plenty of time to find new friends during the school year.

Do not get discouraged if not everyone gets in touch with you at first. They might be shy.

This doesn't mean they don't want to be friends with you.

Remember, that you are not alone. There are many pupils who attend our school and are in the same position as you are.



OUR SCHOOL SYSTEM OF GRADES



IF YOU ARE A PUPIL:

Classes I–III of primary school

You and your parents receive on regular basis information about your school progress and conduct. At the end of first and second semester you will receive a summary descriptive grade.

Classes IV– VII of primary school and 1-2 of lower secondary school

1. You Get grades from 1–6 .
2. Your progress is assessed on a regular basis by teachers.
3. At the end of every school term and year your teachers will give you end grades of each subject as well as conduct grade.

Subject grades from 1–6

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

Detailed assessment criteria are to be found in Statues on our school website.

Your conduct will be graded as :

- exemplary
- very good
- good
- acceptable
- unacceptable
- reprehensible



MINIDictionary of School Terms

SCHOOL YEAR

In Poland the school year consists of periods when classes are held as well as holidays. Lessons usually commence on the 1st September and finish on the next Friday after the 20th June.

SEMESTER

It is the half way through the school year. First semester usually begins in September and finishes in January. The second semester is from February till June.

WINTER BREAK

It is two weeks half-term break after the first semester in winter time.

HOLIDAYS

It is the time free from school during the summer . It begins in the last week of June and finishes in August.

TEACHER-PARENT MEETINGS

It is a meeting between the parents of given class with their form tutor. It aims at discussing the most important issues connected with class functioning and the progress made by pupils.

OPEN DAY

It is an individual conversation between the parents and given school teachers.

GRADE

For their work and achievements pupils are assessed using the grades ranging from 1 to 6. 1 is a negative grade. 2,3,4,5,6 are positive grades.

LIBRARY

It is a place, where a pupil can make use of all the school books and the internet without payment. The books can also be borrowed and taken home.

DAY-CARE ROOM

It is a place where pupils can spend time before and after lessons while waiting for extra-curricular activities or parents.

HEAD TEACHER

It is the person leading the whole school.

GUIDANCE COUNSELOR

It is a specialist who helps pupils with personal, family and school problems.

SCHOOL PSYCHOLOGIST

It is a specialist helping pupils to deal with difficult emotions and feelings.

PSYCHOLOGICAL AND EDUCATIONAL COUNSELING CENTRE

It is a place children are examined in terms of achieving success by specialists. They support pupils having difficulties in learning or are extremely talented.

ABSENCE

There is an obligation in Poland to attend school. If a pupil is absent from school parents are obliged to write **an excuse note** to confirm the absence was accepted by them and explain the reason of the absence.

EXAM

At the end of primary school and lower secondary school pupils sit official exams. The results of these exams are considered during the admissions to higher education school.

BREAK

It is a time for short break for pupils between the classes. It usually lasts 10 minutes.

LUNCH BREAK

It is a break after the 4th and 5th lesson. It lasts 20 minutes. It is a time for pupils to have lunch in the school canteen.

TEACHING STAFF

It is the team of all the teachers working in a given school.

STAFFROOM

It is a special room intended for all teachers. It is the place where the teachers are to be found during the breaks.

Bibliography:

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