



Constitution of Reading Ukrainian School

Статут Української Школи Ластівка в місті Редінг

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Article II. Name

1. The name by which this school shall be known and incorporated is **Reading Ukrainian School** (from here on will be referred as to **School**). School is also known as **Ластівка (Lastivka)**, which means the **Swallow** in English.
2. **Reading Ukrainian School** is a supplementary Saturday school run under the umbrella of the **Association of Ukrainians in GB - Reading Branch (AUGB – Reading)**. The school is run by volunteers comprising Administration: Headteacher, Deputy Headteacher, Financial Manager; and non-executive staff: teachers, teaching assistants, treasurer.
3. **The School** is an autonomous part of Association of Ukrainians in Great Britain (AUGB) <https://www.augb.co.uk/>, Reading branch <http://rucc.org.uk/>, and is a member of **Association of Ukrainian Teachers (AUT) and Educators in Great Britain (Спілка Вчителів України, СУВ)** <https://ukrteachersgb.co.uk/>. **The Reading Ukrainian Community Centre (RUCC)** provides a venue for the school and the Ukrainian community members participate and/or organizing special events and master classes.
4. Since June 1st, 2024, school is located at the Paige building of **Reading School**, Erleigh Rd, Reading RG1 5LW.

Article III. Aims and Objectives

1. Reading Ukrainian School is aiming to teach Ukrainian language, history, geography and culture to children of Ukrainian origin, aged 4-15.
2. We have a dedicated team of volunteers who spark enthusiasm and eager to work with students of different language skills and abilities, operating without profit.
3. Apart of Ukrainian language, literature, history, geography and culture heritage (українознавство), children are engaged in the art, drama and music activities, run in Ukrainian.
4. **Although originally directed to the children of Ukrainian heritage, the School accepts students of suitable age for admission regardless of sex, race, colour, or national or ethnic background, provided they are interested to learn Ukrainian language and culture heritage.**
5. All communication inside the School is run in Ukrainian language aiming to encourage and support learning process.



Article IV. Structure of school

1. The school is run by volunteers comprising the Executive Administration (Headteacher, Deputy Headteacher, and Financial Manager) and the Non-Executive Staff members: teachers, teaching assistants, and a treasurer.
2. Parents' committee is elected from parents of students on the voluntarily bases and its member numbers may vary depending on the student numbers but should be represented by at least one parent. All parents of students can contribute to the school or voice their concerns and thus are members of the School.
3. The School shall consist of an unlimited number of students, aiming not more than 1:10 teacher: children ratio.
4. Providing the School part in the AUGB Reading and Association of Ukrainian Teachers and Educators in Great Britain (Спілка Вчителів України, СУБ), all staff members are encouraged to seek membership in both organisations.
5. All staff members are not paid for and working on the voluntarily basis, and they sign an agreement with the School to provide teaching services on the voluntarily basis.

Section 4.01 Administration and staff

(a) Administration of the school

School is governed by a **Headteacher**, in conjunction with **Deputy headteacher** and **Financial manager** of the school. The Headteacher is responsible for the School development strategy, public presentation, staff management, maintenance of professional teaching standards and liaison with School partners, student admission. The Deputy Headteacher is responsible for supporting the Headteacher in their function and covers all executive functions of the Headteacher if necessary. The Financial manager is responsible for the school budget operations and reporting. Altogether, the Headteacher, Deputy Headteacher and Financial manager are responsible for children and staff safeguarding, data protection, and financial school affairs.

(i) Headteacher

The school is **headed by a Headteacher**. The Headteacher at present is the founder of the school. In case a Headteacher decides to resign, the new Headteacher hiring process should be run ASAP. The new Headteacher should be elected by a Deputy Headteacher and Financial Manager in consultation with teaching staff and the Head of parents' committee.



The Headteacher is responsible for the developing the School strategy according to a curriculum of Ukrainian schools in Great Britain; monitor, support and develop when necessary school policies; provide study materials (books, note-books, lesson plans and other printed materials); organize relevant training for the staff, responsibly employ new staff; provide standards for students and staff safeguarding; maintain the contact and feedback with Association of Ukrainian Teachers and Educators in Great Britain (Спілка Вчителів України, СУВ).

The Headteacher is responsible for maintaining the school PR media together with the School Deputy Headteacher, and both are responsible for following the requirements to a data protection policy. The Headteacher is required to participate in the annual conference of Ukrainian Teachers and Educators in Great Britain, and report results of the previous academic year to the members of Association of Ukrainian Teachers and Educators in Great Britain (Спілка Вчителів України, СУВ). The Headteacher shall be an authorized signatory of the School bank accounts and is responsible for an approval of annual school budget prepared by Financial Manager, along with Deputy Headteacher.

(ii) Deputy Headteacher

The School Deputy Headteacher shall maintain a register of the names and contact details of all students and volunteers who have registered at School. In accordance with the conditions of the Data Protection Act (1998) members must consent to having this information recorded. The membership list will not be divulged to any third party. The School Deputy Head Teacher shall issue notice of all School and AUGB Reading Meetings and Parent feedback meetings, take minutes of the proceedings, and conduct such correspondence as may be necessary on behalf of the School. The School Deputy Headteacher is responsible for following the requirements to a data protection policy. The Deputy Headteacher also operates as a **Designated Safeguarding Lead** of the school and thus is responsible, together with the Headteacher, for keeping up to date Children Safeguarding policy, Health and Safety policy, Risk Assessments and other relevant documentation, as well as providing training on the relevant policies to a school staff and maintaining relevant training records. The School Deputy Headteacher is required to participate in the annual conference of Ukrainian Teachers and Educators in Great Britain and report the results of the previous academic year to the members of Association of Ukrainian Teachers and Educators in Great Britain (Спілка Вчителів України, СУВ). The Deputy Headteacher shall be an



authorized signatory of the School bank accounts and is responsible for an approval of annual school budget prepared by Financial Manager, along with Headteacher.

(iii) Financial manager

The financial manager is responsible for planning the annual school budget in conjunction with Headteacher and Deputy Headteacher. The financial manager is overlooking the process of tuition fees collection, as well as relevant discounts for tuition fees. The Financial manager shall receive and make payments on behalf of the School. The Financial manager is responsible for reimbursement of volunteers and general school expenses from the school account. The expenses for up to £200 do not require approval from the Headteacher or Deputy Headteacher. The expenses above £200 require approval from the Headteacher or Deputy Headteacher. The Financial manager is preparing the quarterly and annual financial reports as required and shall be an authorized signatory of the School bank accounts.

(b) Non-executive school staff

(i) The Treasurer

The Treasurer shall work in conjunction with the Financial manager and is responsible for the maintenance of the monthly account balance records for the proper control of the School finances. The Treasurer has a bank account access for the purpose of maintenance of the monthly balance on the school account and for auditing School bank account.

(ii) Teachers

The teaching team consists of **teachers and teaching assistants**. Both teachers and theaching assistants should supervise students, mediate the safe and thriving environment for learning, respect students and each other, follow the School rules according to the present Constitution, participate in the lesson planning, and provide students with necessary information. All teachers and teaching assistants are expected to co-operate with a Headteacher and Deputy Headteacher. Teachers and teaching assistants are encouraged to participate in the annual conference of Ukrainian Teachers and Educators in Great Britain, together with the Head teacher and the Deputy Head Teacher.

Teachers are responsible for lessons planning according to the School curriculum. They are also responsible for managing class behaviour and for keeping records on school attendance and students progress. Teachers are leading teaching assistants and providing the study plans for them. Some teachers will be also appointed by the Headteacher and a Deputy Headteacher as the group supervisors, and will be thus responsible for liaising with parents and preparing school



events and activities. All teachers have to work together with school administration on the maintenance of high-quality standards of teaching, safeguarding, inclusivity and respect to all participants of the school life.

(iii) Teaching assistants

Teaching assistants are the members of the teaching team, and they support teacher and students in the learning process. Teaching assistants follow the lesson plan prepared by the teacher and work with students in smaller groups. Teaching Assistants get the classroom ready for lessons; listen to children read, read to them or tell them stories; help children who need extra support to complete tasks; help teachers to plan learning activities and complete records; support teachers in managing class behaviour; supervise group activities; look after children who are upset or have had accidents; clear away materials and equipment after lessons; help with outings and sports events; take part in training.

(c) Parents committee

The **Parents committee members**, and particularly **the Head of the Parent committee**, are responsible for the School support organizing fundraising events, school rota (preparation for and cleaning after the lessons and events), and in the organisation of school events and celebrations. The Parents committee members, and especially the Head of the Parent committee, are encouraged to participate in the annual conference of Ukrainian Teachers and Educators in Great Britain, together with the teaching staff.

Article V. Organization of education process

Section 5.01 Opening hours

The school opening hours are Saturday, 11:00 – 14:00. This time is split in 3-4 lessons, 45 min each, with 15-20 minutes of different activities, gradually spreading high concentration times (reading, writing, listening to presentations) and interactive activity time (singing, role games, drama, and interesting science class). Some holidays can be celebrated at different Saturday times (trips out), Friday (i.e., Easter activities are run on Easter Friday) or Sunday, as an exception, and are considered as a regular lesson.

Section 5.02 School year

The School year begins on the second Saturday of September and ends on the last Saturday of June.



Section 5.03 Admission of new students

The admission of new students is done based on the application and completion of the Registration form online. If the class is full, potential students can be registered on the waiting list and will be offered placement on the first come first served basis. All registration forms are presented on the school website.

Section 5.04 School celebrations

The School celebrations are:

- i. The Opening Ceremony: Opening ceremony, singing National Anthem of Ukraine, staging a little show, if applicable. This celebration occurs during the first lesson of September.
- ii. Defenders of Ukraine day is celebrated on the Saturday preceding October 1st (the day of event).
- iii. Holodomor Remembrance day is on the fourth Saturday of November.
- iv. St Nicolas celebration with visit of St Nicolas, staging a little winter themed show, and open lesson for parents. This event is happening close to December 6th (St Nicolas Day according to a revised Julian calendar).
- v. Christmas celebration is accompanied by a Nativity show and carols singing and occurs on the Christmas holidays.
- vi. Taras Shevchenko (Ukrainian the most famous poet) Days are celebrated in 9-10 of March, completed by an open lesson with declaring poetry and other Shevchenko related activities.
- vii. Easter celebration is accompanied with master class in Pysanka, Ukrainian egg-decorating art.
- viii. Mother's Day is celebrated on the second Sunday in May.
- ix. The Summer Feast is celebrated on the last day of school in June.

Section 5.05 Structure of the education process

(a) Curriculum

The School is following the curriculum for Ukrainian school in the Great Britain, provided by The Association of Ukrainian Teachers and Educators in Great Britain (Спілка Вчителів України, СУБ).

(b) Classes

The School is splitting students into 4 groups: foundation (**Першачки (Pershachky)** 4 – 6 years old), Key Stage 1 (**Метелики (Metelyky)** 6 – 8 years old), Key Stage 2 (**Розумашки (Rozoomashky)** 9 – 11 years old) and secondary school (**Юнацтво (Yunatstvo)** 12 – 16 years old).



(i) Foundation (Першачку (Perschachky) 4 – 6 years old)

Pre-school is focused on gaining vocabulary through playing, art and craft, and listening to stories. Curriculum covers alphabet, basics of phonics, handwriting practice, basic vocabulary build-up (related to talking about myself, school routine, seasons, fruit, vegetables, family etc.) and encouraging children to hold simple conversations, retell the stories, describe their drawings, learn short poems by heart.

(ii) Key Stage 1 (Метелуку (Metelyky) 6 – 8 years old)

Primary school is dedicated to further developing of speech, the basic skills in reading, writing, history and geography of Ukraine, Ukrainian heritage education, Music/Drama skills. Curriculum covers writing in small and simple sentences, describing different situations and feelings, and retelling the story.

Note: the discussion topics may vary each year depending on the class needs.

(iii) Key Stage 2 (Розумашку (Rozoomashky) 9 – 11 years old)

Mastering skills in reading, writing, speaking in Ukrainian and being able to comprehend an age-related text, hold a simple conversation on every-day life topics and write a paragraph in full sentences on the topic discussed in class. Children are also introduced to the basic grammar rules needed to build a quality grammatically correct sentence involving the vocabulary learnt. (Exceptions to the rules are taught in Senior school.)

Note: the discussion topics may vary each year depending on the class needs.

(iv) Secondary school (Юнацтво (Yunatstvo) 12 – 16 years old)

Secondary school is aiming to prepare students for the exams, provided they go to pass exams in one of the central schools (St Mary's Ukrainian School in London or Manchester Ukrainian School). At the end of Year 9, students have an opportunity to sit a Geography of Ukraine exam, and upon the completion of Year 10 they sit three graduation exams in Ukrainian language, Ukrainian literature, and a History of Ukraine. In addition, they put together two research papers - in Ukrainian literature and in History of Ukraine. On successful completion of their studies, our students are awarded with a Certificate from the Association of Ukrainian Teachers and Educators in UK, stamped by the Ukrainian Catholic University.



Article VI. Safeguarding policies at School

School maintains National standard of safeguarding for work with children in the supplementary education and keeps a **Health and Safety Policy, Children Protection Policy and Anti-Bullying Policy** available for access by any member at the School premises. All volunteers are required to get familiarized with aforementioned Policies and keep procedures in place.

Article VII. Equality and diversity policy

School is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Article VIII. Account and Finances

1. An account shall be opened in the name of "Reading Ukrainian School". Payment into this account may be from any member, including parents of students. Cheques must be signed by two of three authorized signatories who are the Head Teacher, Deputy Head Teacher, and Financial manager.
2. All expenses incurred by members in arranging, publicizing and providing by any mean for the School must be supported by appropriate receipts.
3. The cost of the fee is supposed to cover basic school expenses and educational materials, and the School is a non-profitable organization with exclusively voluntarily working staff. The cost of the fee will be announced at the beginning of the school year. The School administration may change the cost during the year with a 1 month notification period.
4. Parents' Committee can inspect the School finances at any time on demand.

Article IX. School Rules and Expectations from Students and Parents

Section 9.01 Expectations from students

- **Following the Constitution of the Reading Ukrainian School by both Parents and Students is required**
- **Students are expected** to obey the School rules and respect each other and teachers.
- Bullying and violence are strictly prohibited and will not be tolerated in our school, this rule is true for all participants of the education process (members of staff, parents and students).



- Students are expected to come to the School timely and complete their homework in a timely manner, too.
- Students are not expected to use mobile devices while at the school premises.

Section 9.02 The suspension and exclusion criteria

- If a student is demonstrating violent and/or aggressive behavior constantly, they will be excluded from school.
- If a student caused intentional damage to the School equipment, they will be suspended from school with the further observation period. **The parents of the student are expected to cover the damage costs in this case.**
- If a student breached the Health and Safety, or Data Protection, or Anti-Bullying policy, they will be suspended or excluded from school, depending on the severity of the case.
- If a student missed more than 3 lessons in a row without a serious reason, their parents will be approached by a School Deputy Head Teacher or a Head teacher and asked if they still want to proceed with the School. Parents are kindly asked to admit that progress in learning depends on the attendance, especially given the nature of the School (supplementary education, Saturday school).

Section 9.03 Expectations from parents

- Parents can discuss questions regarding the education process and the progress of their children with teachers. The feedback and suggestions are also welcomed and can be done either personally or written in the school email.
- If there are any problems of a student with teachers or other students, parents are welcome to discuss the issue with the Head teacher or with the School Deputy Head Teacher.
- The Head of the parents committee is a contact point for inquiring about issues regarding organisation of events or general problems with schooling.
- Parents are expected to familiarize themselves with the Constitution of the School and explain to their child(ren) the rules and expectations of the School.
- Parents are responsible for the information provided in the registration form, and it's their responsibility to keep this information up-to-date.
- Parents are responsible for paying a fee for a student on bi-annual or an annual basis. The cost of the fee is supposed to cover basic school expenses and educational materials, and the School is a non-profitable organisation with exclusively voluntarily working staff. The cost of the fee will



be announced in the beginning of the school year. The School administration may change the cost during the year with a 1 month notification period.

- **Membership of Parents** in the Association of Ukrainians in Great Britain, Reading branch is encouraged.
- **School support**, such as:
 - x. Events organized by the school and/or parents association
 - xi. School helper's rota
 - xii. Participation in the decorating school for special occasions
 - xiii. Attending the Open lesson days
 - xiv. Participation in the school fundraising events, such as bake-offs.
- Participation in The Ukrainian Youth Association (CYM) <https://cym.org/> or Plast (the Ukrainian Scouting movement) <http://plast.org/> is welcome.
- Volunteering in other Ukrainian associations in the UK and supporting Ukrainian charities is welcome and such information can be shared on the school social media page, if desired.
- Participation in the Association of Ukrainians in Great Britain organized events is recommended but voluntary, these events are:
 - Commemoration of the Holodomor victims
 - Crimean Tatar support actions
 - St. Nicolas celebration
 - Christmas celebrations
 - Malanka
 - Mother's day
 - Shevchenko's days
 - Vyshyvanka parade

Article X. Annual general meeting

A General Meeting of AUGB Reading, to be called the Annual General Meeting, shall be held in February each year. The School business is on agenda of that meeting, including the report on annual school activities provided by Headteacher or Deputy Headteacher in absence of the Headteacher. Members will be notified at least four weeks prior to the Annual General Meeting. All items on the agenda should reach the Headteacher two weeks prior to the Annual



General Meeting. The progress and needs of the School and all matters of the School and AUGB Reading co-operation are to be discussed at this meeting.

Article XI. School inspection

The School inspection takes place once a year by the representative of the The Association of Ukrainian Teachers and Educators in Great Britain (Спілка Вчителів України, СУВ).

The aim of this inspection is to assess how the School is following the curriculum for Ukrainian schools in Great Britain and maintaining the standards of education. The results of such inspection are reported to the Head teacher, the Head of the parents committee, the Head of the AUGB Reading and the Head of AUGB. The Head teacher is informing the School members about the inspection results and is elaborating improvements and corrections in the school process accordingly.

The revised Constitution takes effect as of September 14, 2024. It has been distributed to the teaching team, shared with all parents, and posted on the school's website on the same date.

Iryna Shymkova,

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