

Constitution of Reading Ukrainian School

Статут Української Школи в Редінгу

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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**, which in English means the **Swift**.
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 teachers, teaching assistants and Deputy Head Teachers.
3. **The School** is a part of Association of Ukrainians in Great Britain (AUGB) <https://www.augb.co.uk/>, Reading branch <http://rucc.org.uk/>, and **The Association of Ukrainian Teachers and Educators in Great Britain (Спілка Вчителів України, СУВ)** <https://www.augb.co.uk/association-of-ukrainian-teachers-and-educators.php>. **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. The school is located at the **Reading Ukrainian Community Centre (RUCC)**, 21 Sidmouth St, Reading, RG1 4QZ, which is owned and managed by The Association of Ukrainians in GB.

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 sparkle enthusiasm and is 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 interesting science classes (run in Ukrainian) and in music activities.

4. **Although originally directed to the children of Ukrainian heritage, the School accepts students of suitable age for admission regardless of sex, race, color, 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.

Structure of school

1. The school is run by volunteers comprising teachers, teaching assistants, and Deputy Head Teacher and a Head Teacher.
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 supposed to seek membership in both organisations.
5. All staff is not paid for and working on the voluntarily basis, and they sign an agreement with AUGB Reading and the School to provide teaching services on the voluntarily basis.

Administration and staff

Head Teacher

The school is **headed by a Head Teacher**, who is elected every 2 years. In case if a Head Teacher declined an extension of or terminated their responsibilities, the new elections should be run ASAP. The Head teacher is responsible for the planning lessons 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 safe-guarding, maintain the contact and feedback with Association of Ukrainian Teachers and Educators in Great Britain (Спілка Вчителів України, СУБ). The Head Teacher is responsible for maintaining the school Facebook page together with the School Deputy Head Teacher, and

both are responsible for following the requirements to a data protection policy. The Head Teacher is required to participate in the annual conference of Ukrainian Teachers and Educators in Great Britain which takes place in the St. Mary's Ukrainian School in London, 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 Head Teacher shall be an authorized signatory of the School bank accounts.

Deputy Head Teacher

The School Deputy Head Teacher 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 Head Teacher is responsible for following the requirements to a data protection policy. The School Deputy Head Teacher is required to participate in the annual conference of Ukrainian Teachers and Educators in Great Britain which takes place in the St. Mary's Ukrainian School in London, 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 School Deputy Head Teacher shall be an authorised signatory of the School bank accounts.

The Treasurer

The Treasurer is elected among the volunteers. The Treasurer shall receive monies and make payments on behalf of the School. The Treasurer shall maintain such records as may be necessary for the proper control of the School finances. The Treasurer shall report on monies received and paid out to meetings of the School and shall make a report on the finances of the School to the Annual General Meeting. The Treasurer shall be an authorised signatory for withdrawals from the Club bank accounts.

Teachers and teaching assistants

The teaching team consists of **teachers and teaching assistants**. They 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 Head Teacher and Deputy Head Teacher. Teachers and teaching assistance are encouraged to participate in the annual conference of Ukrainian Teachers and Educators in Great Britain which takes place in the St. Mary's Ukrainian School in London, together with the Head teacher and the Deputy Head Teacher.

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 which takes place in the St. Mary's Ukrainian School in London, together with the Head teacher and the School Deputy Head Teacher.

Organization of education process

Opening hours

The school opening hours are Saturday, 11:00 – 14:00. This time is split in 3 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 on 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.

School year

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

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.

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 on May.
- ix. The Summer Feast is celebrated on the last day of school in June.

Structure of the education process

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).

Classes

The School is aiming to split student for 3 categories: pre-school (3 – 4 years), primary school (1 – 5 grades), and secondary school (6 – 10 grades).

Pre-school

Pre-school is focused on gaining vocabulary through playing, art and craft, and listening to stories.

Primary school

Primary school is dedicated to further developing of speech, reading, writing, history and geography of Ukraine, and Ukrainian heritage education.

Secondary school

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.

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, Child 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.

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.

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 Treasurer.
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 in 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.

School Rules and Expectations from Students and Parents

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.

The suspension and exclusion criteria

- If a student is demonstrating violent and/or aggressive behavior constantly, they will be excluded from school.
- If student caused intentional damage to the School equipment, they will be suspended from school with the further observation period. **Parents of the student are expected to cover the damage costs in this case.**
- If 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 4 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 the progress in learning depends on the attendance, especially given the nature of the School (supplementary education, Saturday school).

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 at the school email.
- If there are any problems of 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 issues regarding organisation of events or general problems with schooling.

- Parents are expected to familiarize themselves with the Constitution of the School and explain 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 either daily or a semester 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 required.
- **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

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 Head teacher or Deputy Head teacher in absence of the Head teacher. Members will be notified at least four weeks prior to the Annual General Meeting. All items for the agenda should reach the Deputy Head Teacher 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 on this meeting.

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 October 18, 2023. It has been distributed to the teaching team, shared with all parents, and posted on the school's website on the same date.

Alexandra Sevko,

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Head teacher, Reading Ukrainian School

