

Admissions, Discipline, Exclusions Policy

A. Registration Procedures

- Students presently enrolled, and who have no outstanding fees, are automatically registered for the following year.
- Registrations for new students are accepted on a first-come, first-serve basis.
- Students shall be admitted to a year/grade level only if they provide documentation of satisfactory completion of the previous grade.
- The number of students admitted each year will depend on availability of space as determined by Senior Management.

B. Registration Priorities

- Category 1 - Children of teaching staff with no payments or resources outstanding.
- Category 2 - Students on the waitlist who have siblings presently enrolled and no payments or resources are outstanding.
- Category 3 - All others.

C. Admissions Criteria and Procedure

1. Attend a preadmission interview with the Admissions Officer and School Principal.
2. Complete the online Student Application Form through OpenApply. This will include the:
 - Medical Release Form
 - Data Protection Consent Form (GDPR)Applicants will also be required to upload the following documents:
 - reports or transcripts, for the last two years, from the last school (in English)
 - Copy of the applicant's passport/national ID or birth certificate
 - Passport-sized photograph of the student
 - Copy of the applicant's medical insurance card
 - Completed acceptable Use Policy
 - Submission of Confidential School Recommendation (completed by current teacher for Year 1–6 applicants or relevant member of the leadership staff for Year 7-13 applicants).
3. Pay the current enrolment fee and deposit.
 - the current non-refundable fee should be submitted with the application. This sum covers the administration of a new student.
 - To ensure a place for your son or daughter and to enable our forward planning to progress with some degree of certainty, a deposit is also required with the application.
 - Enrolment Fees and Deposits are not refundable in the case of application withdrawal.
4. Pay the first term's tuition fee by 30th June (or before the start date if entering the school after the academic year has begun).

D. English as an Additional Language (EAL)

- As an international school, Riverside welcomes the application of students for whom English is not their mother tongue. The school has a supportive EAL programme to assist these students in developing the appropriate language skills to foster independence and enable students to succeed in their regular classroom at Riverside and beyond. Space in this programme may be limited in order to ensure that EAL students are provided with the support necessary to be academically successful in the English language. Students new to Riverside School are assessed prior to or upon their entry to determine their EAL needs.
- There is an additional fee for students who are part of the EAL programme.
- Only in exceptional circumstances, will students at a beginner level be admitted to Riverside Senior High School in Years 10-13.

E. Special Educational Needs (SEN)

- Riverside is an inclusive school and strives to accept students with unique learning needs. Each application is reviewed on an individual basis. Parents must disclose any diagnosed learning difficulties and/or particular needs and are asked to provide relevant documentation. This may include:
 - A copy of the applicant's SEN diagnosis, medical records, and/or doctor's report
 - a copy of the applicant's most recent Educational Psychologist report if relevant
 - a copy of the applicant's current Individual Education Plan (IEP)
 - a copy of relevant assessment results, including any standardised tests
 - the contact details of the Special Educational Needs coordinator/teacher at the applicant's current school
 - a completed reference by the applicant's current teacher and/or SEN teacher
- Riverside may decline enrolment for a student where the school does not have adequate resources or properly trained staff to provide a viable educational programme for the student.

F. Admission into the IB Diploma Programme

- Students will be expected to have earned good grades in all subjects and to have shown active engagement in the learning process that marks the successful IB Diploma candidate.
- Non-native English speakers will need to show sufficient mastery of the English language to be admitted to IB studies.
- Appreciating the diversity of educational backgrounds and personal circumstances that may affect a student's achievement in the years leading up to the Diploma Programme, the school uses the following guide:
 - Students in the 16-19 age range that have completed the International General Certificate of Secondary Education (IGCSE) or an equivalent qualification and attained a minimum academic standard of 5 "C" grades or equivalent may apply to join the IB DP at Riverside.
 - Students who have not met this criterion are welcome to apply and other entry requirements are discussed with the applicant on a case by case basis.

G. Wait List

- A wait list will be maintained for individuals who have registered and Riverside was unable to enrol due to space availability.

Payment of School Fees

School fees may be paid annually or Termly (three times each year), before the commencement of each term. A discount applies to those fees which are paid on an annual basis before 30th June. Tuition fees for mid-year enrolment will be calculated based on the number of weeks remaining in the term. Partial weeks will be counted as full weeks.

Riverside Administration assumes that students are committed for an entire school year unless an alternate arrangement has been previously agreed. To confirm this commitment, Riverside may, at times request an annual, non-refundable, payment of school fees.

Invoices will be sent out in June, December, and March. Payment of the fee is due by the date stated on the invoice.

All payments received after the second full week of the school term will be surcharged at a rate of 1.0% per month, 12.0% per annum. Payments not received by the midterm break will result in the suspension of the student and the withholding of school records until the fee is paid. Parents should make known to school administration any difficulty they may have in making a prompt payment of the tuition fee.

Reduced Tuition Scholarships

Applications for a reduction in tuition costs or financial assistance to attend Riverside School should be made in writing to the Co-Director of Riverside School. Applications for scholarships must be submitted each year.

Sibling discounts do not apply to those students granted alternative financial assistance.

Refunds and Deposits

Refunds of tuition and the return of the deposit will be granted if all accounts have been settled in full, all school property returned, and required notice one full term prior to departure has been given (for example: notice must be received by the last day of Term 2 if the student is not returning the following September). Refunds are also granted to those students refused admission.

Requests for the return of funds should be made in writing to the Business Office (finance@riversideschool.cz).

Enrolment Fees and Deposits are not refundable in the case of application withdrawal.

Partial term's tuition cannot be refunded. Tuition fees which are paid annually are refundable on a pro-rated basis, based on the number of full terms left in the school year.

Method of Payment

Tuition is denominated in Czech Crowns and may be paid by bank transfer in Czech Crowns, GB Pounds, Euros, or US Dollars. If tuition is paid in Pounds, Euros or Dollars, please contact the Business Office for the exchange rate which will be determined by the Czech Crown exchange rate reported by Czech National Bank on the first day of the calendar month in which the payment is received.

Payments may also be made by credit card directly to the school office.

Direct Bank Transfers may be made to:

Československá Obchodní Banka a.s.
Na Poříčí 24
110 00 Praha 1

Account name: Riverside o.p.s.

Czech Crown A/c. No.:	576 542 363 / 0300	IBAN:	CZ55 0300 0000 0005 7654 2363
GB Pound A/c. No.:	576 542 443 / 0300	IBAN:	CZ29 0300 0000 0005 7654 2443
Euro A/c. No.:	183 151 257 / 0300	IBAN:	CZ68 0300 0000 0001 8315 1257
US Dollar A/c. No.:	179 301 347 / 0300	IBAN:	CZ13 0300 0000 0001 7930 1347
SWIFT:	CEKO CZ PP		

The IBAN is the International Bank Account Number now used within EU.

Late Admissions and Early Withdrawals

A student may be admitted to the School at any time during the school year (if places are available).

Tuition fees for mid-year enrolment will be calculated based on the number of weeks remaining in the term. Partial weeks will be counted as full weeks.

Leaving the School before the end of any term requires written notice, at least one term in advance, to avoid the payment of fees and withholding of the deposit.

STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT

Student Rights and Responsibilities

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth.

In so doing, each student is expected to conduct their affairs in such a way as to assure other students the same opportunities without serving to restrict or otherwise inhibit their individual and collective rights.

Student Conduct

Each student, parent, staff member and member of the Board in our school community has the right to be treated with respect, courtesy and consideration by all other students, parents, staff, and Board members.

The School aims to develop an attitude of individual responsibility towards the quality of life in the School community.

The Code of Conduct supports the values and standards that are promoted within school.

STUDENT DISCIPLINE

Corporal Punishment

Corporal punishment, which is defined as the inflicting of physical pain, is prohibited under all circumstances.

However, teachers do have the right to physically restrain a student from doing harm to others, to themselves, or to the property of the School. All such incidents will be immediately reported to the Co-Director.

Student Detention

Requiring a student to remain at school after regular school hours as a result of misconduct can only be authorised by the Principal or senior staff. Because student detention after school hours is considered an exceptional punishment, parents will be notified at least one day in advance.

Students on Report

Being on Student Report is defined as a period during which a student's behaviour must meet specified standards. Student Report may only be authorised by the Principal after contact with the parents of the student. Both the student and the parents are informed in writing of precisely what behaviour is expected, the duration of the Report and the consequences of failing to meet the required standards.

Suspension and Expulsion of Students

Suspension is defined as the temporary recorded exclusion of the student from school. As it entails an interruption of the student's learning programme, this method of punishment is rare. However, in cases of serious misconduct, or where circumstances are such that it is thought necessary for a student to return home, the Co-Director is authorised to suspend students after contact with the parents of the student.

In extreme cases of violation of acceptable social behaviour, the Co-Director may expel a student from the School.

Parents will be contacted prior to the final decision. The Board is informed of all potential expulsions. In the case of expulsion from the School, prepaid school fees are not refunded. Parents have the right to appeal a suspension or exclusion through the school's appeal procedure.

Monitoring, evaluation and review

The Senior Management Team will review this policy annually to assess its implementation and effectiveness.

Review Process:

Date of Review: August 2023

Date of Next Review: August 2024