

odlišná mateřská jazyka



Guide for Parents Žernosecká Primary School



Guide for Parents / Žernosecká Primary School

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Introduction

Dear Parents and Legal Guardians,

We would like to describe to you briefly and clearly:

- what awaits your child at our primary school;
- what you can expect from our primary school;
- what we will be expecting of you.

In the Czech Republic, **compulsory schooling starts at the age of 6 and lasts for a standard period of 9 years**. We know that your child has a different first language. Because of this, we devote significant care and attention both to your child and to you.

We want to avoid misunderstandings and find common ground with you.

We know that not everyone comes to the Czech Republic under pleasant circumstances. We are prepared for the fact that we may not understand each other at first. If necessary at the beginning, we can arrange for an interpreter to be present. We hope that, in time, you and your child will understand everything at the school. We believe that it will always be a pleasure to meet each other.

This guide includes a list of basic words and phrases related to Czech education. Knowing them will make everything easier for you. Please feel free to contact us with any questions you have. There is a popular Czech proverb: "It is better to ask than to make mistakes." So please note that we, too, may get in touch with you, because your child's education is important to us.

Wishing you a happy life in the Czech Republic.

Žernosecká Primary School
Božena Čerňanská
Headteacher

Presentations of our school in various languages

Slovak: www.zernosecka.cz/slovensko

English: www.zernosecka.cz/velka-britanie

German: www.zernosecka.cz/nemecko

Russian: www.zernosecka.cz/rusko



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Chinese: www.zernosecka.cz/cina

Ukrainian: www.zernosecka.cz/ukrajina



How to get to our school

Žernosecká Primary School, Žernosecká 3, Praha 8

Žernosecká 3/1597

182 00 Praha 8 – Kobylisy

Getting to the school by public transport:

www.zernosecka.cz/kontakty/dopravni-spojeni

Stop: **Šimůnkova**

102 > Kobylisy > Bohnice

166 > Ládví > Střížkov

183 > Vozovna Kobylisy nebo Prosek > Háje

Location and parking

Short-term parking for up to 15 minutes is available in the parking spaces running alongside Žernosecká Street, right in front of our school. These spaces are intended primarily for dropping off and picking up pupils. All adjacent streets are in blue parking zones.

Longer-term parking is available in the nearby **Šimůnkova** car park (purple zone, next to the Norma supermarket) or across the street in the more distant **Famfulíkova** car park (purple zone). For more information about parking zones, please visit www.parkujvklidu.cz.



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How the school year is organised

In the Czech Republic, the school year starts on 1 September and ends on 31 August of the following calendar year (in accordance with the Schools Act). The school year is divided into two periods (semesters): the winter period runs from 1 September to 31 January, and the summer period is from 1 February to 31 August. The school year is broken down into the school term, which lasts for 10 months (until 30 June), and the school holidays – the last two months of the school year (July and August) are the main summer holidays. In the final two weeks of August, there may be some exams, typically resits. The school week is from Monday to Friday. Lessons at our school start at 8.00 a.m. Pupils are expected to be in the classroom by 7.55 a.m. The school is open from 6.30 a.m. for children who have registered for the after-school care facility.

There is no school at weekends (Saturday and Sunday), on public holidays, or during school holidays. The headteacher may grant discretionary days off for the whole school.

Public holidays, listed from the beginning of the school year (if a public holiday falls on a weekday, i.e. Monday to Friday, pupils do not go to school):

- 28 September (Czech Statehood Day)
- 28 October (Czechoslovakia Foundation Day) – often part of the autumn holidays
- 17 November (Freedom and Democracy Day)
- 24-26 December (Christmas) – part of the school's Christmas holidays
- 1 January (New Year + Day of the Restoration of the Independent Czech State) – part of the school's Christmas holidays
- March or April (Good Friday and Easter Monday) – the dates vary from year to year. The Czech Republic celebrates Catholic – not Orthodox – Easter. The school's Easter holidays also take place at this time
- 1 May (Labour Day)
- 8 May (Victory Day)
- 5-6 July (Day of the Slavonic Sages Cyril and Methodius, followed by Jan Hus Day) – part of the school's summer holidays

School holidays (these are days in the school year when schools do not hold classes):

- autumn holidays (usually on the Thursday and Friday of the week in which 28 October – a public holiday – falls)
- Christmas holidays (starting no later than 23 December and ending no earlier than 2 January)
- spring holidays (usually lasting a week in February/March – the dates vary from year to year)
- Easter holidays (lasting from Thursday to Monday over Easter)
- summer holidays (lasting the whole of July and August)





An exact timetable of the school's holidays can always be found at www.zernosecka.cz/skola/skolni-kalendar.

Parent evenings:

Usually three (September, November, April), then in May for future year 1 pupils and, if needed by the school, in June.

Open day: March **Enrolment to year 1:** April



Czech education system

In the Czech Republic, education is compulsory for children from the last year of nursery school and then over the nine years of primary school (compulsory schooling).

Education in “state schools” is provided free of charge. This means that there are no school fees. Parents pay only the cost of meals, school supplies (a satchel or other similar bag, stationery, PE kit, etc.), and school events (e.g. theatre tickets). However, exceptions do apply, such as the payment of school fees in a state-run nursery school (these school fees are payable for all nursery school children except those in the last year before starting primary school, but they are relatively low). Parents are free to choose where to send their child to school (for a list of streets in the catchment area, see www.zernosecka.cz/skola/o-skole/spadove-ulice). This decision does not need to be based on where they live (i.e. the child does not have to go to the nearest school). They can choose either a state school or a private school. Private nurseries and schools usually charge fees.

Education is available at the following levels:

- nursery school (children from 2 to about 6 years old);
- primary school (pupils from about 6 to 15 years old);
- secondary school (students from about 15 to 19 years old);
- college or university (from about 19 years of age).

Education at nursery schools and primary schools is “in person” (children are required to attend on a full-time basis). Czech law allows for homeschooling (the child is educated at home and sits examinations at a school). Homeschooling is permitted by our school only in exceptional cases and for serious reasons.

Grading

Grading rules are based on applicable laws and the grading guidelines (“classification rules”) set out in the school rules. Grades are decided by teachers on their own or may be the result of teamwork between teachers. Grading does not apply solely to learning outcomes (oral and written examinations, written work, independent work, etc.) – behaviour is also graded. Pupils are graded on an ongoing basis. Pupils are assessed on their performance (how successful they have been in their learning) and their behaviour. Their performance is graded on a scale of integers from 1 to 5 (where 1 is the best and 5 the worst). You may also come across verbal assessments, where the teacher does not give a grade but describes how well the pupil has coped with a task. Younger children in particular may be rewarded with a visually based evaluation instead of a numerical grade (e.g. pupils who master a task receive a picture or an emoticon in their exercise book).

Twice every school year, pupils receive a **report card** summarising their learning achievements over the past semester. The report card is an official document. The report card will show you not only the



grades achieved in the individual subjects, but also the grade for behaviour. The same 1-5 scale is used on the report card to grade pupils in their various subjects. Behaviour is graded on a scale of 1 to 3. A reduced behaviour grade (i.e. 2 or 3) indicates that a pupil has significant behavioural problems. Pupil's grades for some or all subjects may also be written out as words on the report card. If, at the end of the school year (the end of June), a pupil is given a grade 5 in one or two subjects, they are examined in that subject or those subjects by a panel of teachers at the end of the main holidays (usually the end of August). If the pupil fails at least one subject in the examination before the panel, or if they have received a grade 5 in at least three subjects on their report card, they must repeat the year (e.g. a pupil in year 7 will not enter year 8 with their classmates from September, but will remain in year 7). A year may be repeated twice at most during a pupil's time at primary school: once in Level 1 (years 1 to 5) and once in Level 2 (Years 6 to 9).

Communication with the school

School website:

www.zernosecka.cz

Bakaláři online system:

<https://zernosecka.bakalari.cz/bakaweb/Login>

Consultations:

www.zernosecka.cz/kontakty/konzultace

Žernoseky (school newsletter):

www.zernosecka.cz/zaci-a-rodice/skolni-zpravodaj

Important contact details

<p>Headteacher Božena Čerňanská tel.: 286 010 825 mobile 777 774 618 email: reditelka@zernosecka.cz</p>	<p>Deputy headteacher: Ivana Cesarová tel.: 286 010 824, 739 073 664 email: cesarova.ivana@zernosecka.cz</p>
<p>Guidance counsellor (Level I): Naděžda Badieová tel.: 286 010 821, 739 073 637 badieova.nada@zernosecka.cz</p>	<p>Guidance counsellor (Level II): Klára Vodičková tel.: 286 010 860, 721 287 727 vodickova.klara@zernosecka.cz</p>



<p>Behaviour management officer: Antonín Mezera tel.: 286 010 860, 734 120 250 psycholog@zernosecka.cz</p>	<p>School psychologist: Antonín Mezera tel.: 286 010 860, 734 120 250 psycholog@zernosecka.cz</p>
<p>School speech therapist: Jitka Follprechtová tel.: 286 010 827 follprechtova.jitka@zernosecka.cz</p>	<p>Coordinator of pupils with a different first language (foreign nationals): Tomáš Stuchlik tel.: 286 010 855 stuchlik.tomas@zernosecka.cz</p>

Please make appointments in writing.

Only use official channels (a teacher's school email address or work phone number) to communicate with the school's staff. We advise against getting in touch with a teacher via their private contact details (phone number or email address) if they have not provided these to you. We also recommend that you only make telephone calls during a teacher's working hours (it is inappropriate to phone them in the evening or at weekends).

Other important people

Workers, both in and out of school, may be appointed to ensure more effective cooperation between you and our school. In school, you may be assisted by an **orientation coordinator** who will give priority to you and your child's adaptation. The orientation coordinator is there to help you to communicate with teachers at the school.

Your child's **form teacher** is an important point of contact. Basically, this is the “manager” of the class your child is in. You should let them know promptly if your child is ill or if you have any other important information to convey. The form teacher will provide you with important information about your child's performance and/or extra-curricular activities, and they can help to liaise between you and other teachers.

Our school also has counsellors such as a **school psychologist**, a **remedial teacher**, and a **guidance counsellor**. These are also people you can contact for help or advice. They may not know the answer to your query or be able to help you themselves, but they are able to refer you to a member of staff at the school who can provide the support you need (see the section “Who to contact at the school” for contact details).

Schools also usually have bulletin boards for parents, where important information is posted. Our school has one in the lobby, to the left of the entrance to the school, and on the website at www.zernosecka.cz.



Other organisations that specialise in issues faced by pupils with a different first language may also be able to help you to communicate with our school. We recommend getting in touch, for example, with META o.p.s. (<https://meta-ops.eu/>).

MARJÁNKA Primary School offers Czech language lessons for pupils with a different first language according to methodology developed by MARJÁNKA Primary School itself. The basic online teaching is expanded to include experiential educational videos by remedial teachers. Enrolment and information: anna.slaba@zsmarjanka.cz We look forward to working with all schools.

What the school needs, what parents need

Communication is the basis for effective cooperation between a family and the school. Besides language barriers, communication may also be affected if there are differences between what the school and the family need and expect of education. What the school expects from parents, what parents expect from the school. We recommend clarifying these issues before the child starts school in order to avoid complications in our future work together. So if you need to know what the school requires of you, what demands it has on you, please ask. Any questions you need to ask should be directed at your form teacher.



Rules, rights and responsibilities

School rules

Each school issues its own internal regulations, called school rules (školní řád). They apply not only to pupils and staff, but also to parents and visitors to the school. These rules set out their rights and obligations. Our school rules can be found at www.zernosecka.cz/skola/dokumenty-skoly.

You should familiarise yourself with the school rules. They are binding on you as a parent. School rules are usually only drawn up in Czech. Although it is up to each school to create its own school rules, it is common for them to include – in addition to the rights and obligations mentioned above – information about the operation of the school (when the school is open, when classes start, the timetabling of classes), conditions in place to ensure the safety and health of pupils and to protect them from disruptive behaviour and from acts of discrimination, hostility, or violence, grading rules, and rules governing how children are to be excused when they are absent (any absence from school must be excused by parents).

If these rules are not respected, measures are taken to deal with the situation. For example, the response to minor problems might be a note entered in the pupil's record book as a warning to the parents of their child's inappropriate behaviour, lesser wrongdoings might warrant an official reprimand from the form teacher, while serious breaches of the rules will result in an official reprimand by the headteacher. Corporal punishment is not allowed in Czech schools. Besides disciplinary actions, there are also motivational measures: pupils may be awarded a commendation from the form teacher or headteacher for exemplary behaviour, significant educational progress, the performance of exceptional tasks, representation of the school, acts of heroism and humanity, etc.

Other rules

In addition to the school rules, you may encounter other internal regulations at the school. Again, you need to familiarise yourself with them as they are also binding on parents. These may be the internal regulations of the after-school care facilities or the school canteen. If a school has a garden or playing field, these also have their own rules governing their operation.

You may also even find that there are class rules. These rules are devised by the pupils of a particular class together with their form teacher. There is no obligation to draw up class rules, so some classes have them, while others do not. They contain basic guidelines on appropriate classroom behaviour, for example: speak politely, clear all your belongings from your desk after class, and address each other by your first names.

Form teachers inform pupils of the school rules at the beginning of the school year. Pupils provide their signature to confirm that they have been acquainted with the rules. Parents also sign confirmation that they have been apprised of the school rules.



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Responsibilities of children and parents

Pupils attend all their lessons when they are at school. If they are unable to attend some classes, a parent's note excusing them must be entered in their pupil's record book.

Let's start with appropriate attire. Your child should come to school dressed in appropriate and clean clothing. Pupils do not wear uniforms; they are free to dress according to their own taste. Only clothes depicting hatred or discrimination are prohibited (e.g. inappropriate slogans on tee-shirts, clothing with images of any form of aggression). Parents must also ensure that their child has appropriate footwear to change into (pupils change into indoor footwear in the cloakroom when they arrive at school), and that they have sportswear, including trainers, for physical education.

As mentioned above, although there are no school fees for compulsory schooling in the Czech Republic, some financial outlay is still required of parents (they must ensure that their child is materially provided for while at school).

Other costs include school supplies, which children carry in their satchels (older children tend to have backpacks). Parents need to provide writing implements (pens and pencils), art supplies (paints, brushes, sketch paper, coloured paper, a cover to protect the desk from getting dirty), drawing instruments (rulers, compasses), and exercise books. For pupils entering year 1, all the necessary information, including a list of items that the pupil will need during the year, is given to parents at the parent evening for future year 1 pupils and then on the first day of school, 1 September, at the initial parent evening for year 1 pupils. If a pupil is in a higher year, the form teacher will provide this information.

At primary schools, pupils do not buy their own textbooks. Instead, these are loaned to them by the school. They are then returned at the end of the school year. In lessons, besides textbooks, exercise books are also used. Pupils write their exercises in these books, which are usually paid for by the parents.



Parents also pay for school meals, which are optional. At primary school, pupils eat lunch in the school canteen. Other costs include trips to the theatre, excursions, swimming and skiing lessons, field trips, etc.

Meals in the school canteen:

www.zernosecka.cz/zaci-a-rodice/skolni-jidelna

The school canteen prepares three types of meals (reduced to two in the winter months). All diners are automatically registered for lunch number 1. They can switch to meal numbers 2 and 3 in the “orders box” or online (after registering with the canteens financial officer). Alternatively, diners may cancel their lunch entirely for a particular day. Meal number 3 is only cooked if 10 orders for it are placed – if there are fewer orders, these diners will be registered for lunch number 1 instead.

Diners may order meals up to two weeks in advance: www.strava.cz/strava/Stravnik/Prihlaseni. The latest a lunch can be switched to another meal number is 48 hours in advance, e.g. final orders for Friday must be placed by 2 p.m. on Wednesday. The deadline for ordering or cancelling lunches is always 2 p.m.

Unwritten rules

We have noted above that the running of the school is governed by written guidelines, such as the school rules. There are, of course, also social rules here. Let's remind ourselves of some of them.

We can start by looking at how school staff should be addressed. We use formal terms (the “vy” form) with them. We do not address them by first or last name, but as Mr/Mrs (even if they are a Miss) + their job title, e.g. “Mr/Mrs Teacher”. The school staff are not just made up of teachers. There are also, for example, assistants and after-school care facility carers: “Mr/Mrs Assistant; Mr/Mrs Carer”. The same applies to the school's management: “Mr/Mrs Headteacher; Mr/Mrs Deputy Headteacher”. Staff are not addressed according to the degree they hold (i.e. their academic title before or after their name, e.g. PhD – “Doctor”).

The salutation that is used is also formal. It is always appropriate to greet (with a “Good morning/afternoon”) not only teachers, but also other school staff when meeting them for the first time on a given day. When you meet this person, say an hour later, you no longer need to greet them; a smile, eye contact, and/or a nod of the head will suffice. We also encourage children to say hello.



Parents, when they visit the school, may be confused about whether to change into indoor shoes at the entrance. When you enter a school, you do not take your shoes off or bring indoor footwear (e.g. slippers) with you. You may be asked to put slip overshoes (provided by the school) over your normal shoes. You only take your shoes off in exceptional circumstances, for example when you enter a carpeted classroom.

It is a good idea to prepare your child for the custom of giving the form teacher small gifts at the end of the school year when report cards are handed out. This is often a bouquet of cut flowers. It may be chocolates or another small gift that expresses gratitude. Alcohol and tobacco products are inappropriate. It is also possible to thank other teachers with whom the pupils or parents have a relationship (e.g. if the teacher has helped the child beyond the scope of normal teaching, or if the orientation coordinator has worked with the child all year). In some classes, children give each other small gifts on the last day of school before Christmas. This should always be checked with the form teacher.

Czech schools have an interesting approach to children's birthdays. On the day of their birthday (or on their name-day – on the day on which the child's first name is in the Czech calendar of saint days, e.g. Marta's day is 29 July) or – if a birthday is at the weekend – on the nearest preceding or following school day, children bring sweets (or another treat) and hand them out to their classmates at break time.

What is expected of parents?

Parents are legally responsible for their child's education. The fact that a child attends school all day does not mean that parents should not take an interest in the child's education. They should take an interest in their child's education and keep in touch with the school. Parents can make use of teachers' office hours ("consultation hours"), make personal appointments (seeking extensive consultations without prior arrangement is not advised), attend parent evenings, and make contact by email.

Year 1 pupils use a Gradebook. Think of this as a notebook in which teachers write grades and information for parents. It is preferable to check this book on a daily basis. Pupils in higher years and their parents communicate with the school via the Bakaláři online system, where teachers write grades and enter information for parents. You need to check it regularly so that you do not overlook important information. Parents and pupils are given login data and a password for this system. You can log in at <https://zernosecka.bakalari.cz/bakaweb/Login>. If necessary, the school management will delegate a competent member of staff to assist with your first login and provide a tutorial.

It is also a good idea to provide your child with a notebook they can use to write down what homework they have been given. It is normal for children to be given homework (e.g. to practise what they have learnt, or to prepare a project) or instructions from teachers (e.g. if supplies or other learning resources need to be brought to a lesson). Again, it is advisable to check these homework





books daily, especially when your child is younger, so that you can keep an eye on whether they are doing their homework.



What does the school offer pupils and parents?

Open days

Open days are another way of encouraging communication with the school and getting to know more about the school environment. These are events not only for parents of pupils already attending the school, but also for those interested in coming to the school and for the general public. Open days usually include a tour of the school, a chance to meet teachers and the school's management, and perhaps a performance by pupils (singing, a play, etc.).

The dates of open days are always published on the school's website in advance. There is no need to register in order to attend an open day, and participation is completely voluntary.

Parent evenings

Parent evenings are a way for teachers, especially the form teacher, to communicate with the parents of pupils. They are sometimes held at nursery schools, but are more typical for primary schools. At our school, parent evenings take place three times a year (September, November, April). A further parent evening may be held in June if required by the school. The school will inform you of the date of each of these meetings in advance. They may take the form of a group meeting between parents and the form teacher. The form teacher informs the parents about what has already taken place in the school year and what is still to come, and generally assesses the education of pupils in the class. At these group meetings, the form teacher never talks about specific children. In addition to the form teacher, another member of the school's teaching staff may attend class meetings. Parents also have the opportunity to hold short individual meetings with the teacher at a designated place in the school (e.g. a school office). Here, you can discuss your child with the teacher. These individual consultations often follow on from a group meeting. Parent evenings usually start at 5.30 p.m. for Level 1 and at 6 p.m. for Level 2. They are held in the school building (for each form in its own classroom) or online. Parent evenings are led by the form teacher. Consultation with individual teachers is an integral part of the meeting. Consultation with third parties is also available as a matter of course.

Parental involvement in extra-curricular activities

In addition to classroom learning, schools organise activities in which you as parents can actively participate. We do not mean coming to watch a school play or view an exhibition of pupils' work. This is about the opportunity to try something out, to experience something. It could be an event where children and parents make something together, a get-together in the school garden, flying kites, etc. You are sure to enjoy participating in these events, trying something new with your child, and in doing so you will also get to know the school, the teachers, and the parents of the other children better. These events are usually free of charge.



Educational events for parents

Some schools prepare educational programmes on certain topics for parents. These are not time-consuming meetings. The topics are chosen according to the needs of the school and the parents. For example: supporting a child's preparation for school in the home environment, encouraging them to sit properly, practising their writing skills, the issue of behavioural problems during children's spare time, etc. Attendance is encouraged. These programmes are usually free of charge for parents.

School clubs and other special-interest groups

We recommend that children join school clubs as it is an opportunity for them (among other things) to practise their Czech in an informal environment. Children can attend clubs (special-interest groups) within or outside school. Clubs are not compulsory. Children choose specific clubs that reflect their interests. Parents usually need to pay for these clubs, but the cost is not generally very high. Payment is always made for a specific period in advance (a semester, a full school year). There may be clubs for sports (floorball, volleyball, hiking), the arts (artwork, singing, playing an instrument, drama, dance, ceramics) and other areas (board games, a logic club, foreign languages, computer science, handicraft, geocaching). Clubs take place in the afternoon during normal school hours.

Children do not have to attend clubs only at school, as these groups are also offered at other institutions (art primary schools, recreational centres, etc.).



Frequently asked questions (FAQs)

What sort of communication is there with the family before a pupil starts school? What information do they receive before the pupil starts at the school?

- 1) Communication in writing and by phone before the pupil starts at the school.
- 2) In-person meetings, introduction to the school management, the form teacher, and subject teachers.
- 3) Informal interview with a pupil to determine their knowledge of the Czech language and their ability to communicate in and understand Czech.
- 4) Parents are given an outline of how the system for pupils with a different first language works.
- 5) Introduction to the Czech education system, the rules and regulations in place at the school.
- 6) The provision of all contact details, access passwords (Bakaláři).
- 7) The handover of textbooks for the year in question.
- 8) The preparation of all documentation, including the issuance of a decision on admission to primary education.

Do you help foreign nationals to integrate into the collective?

- 1) It is important to overcome the fear of unfamiliar surroundings and people.
- 2) We help pupils to choose a club that suits them.
- 3) We share necessary information among teachers.
- 4) We take care to select appropriate questions when calling pupils up to the blackboard for tests. Pupils are made aware that they can contact their teachers at any time if they have questions.
- 4) Pupils are integrated into the class collective by engaging the class in games together.
- 5) We introduce foreign pupils' classmates to significant moments in the history of the country where they come from. We examine the cultural differences that give rise to misunderstandings between people.

How do you deal with homework?

- 1) Always on an individual basis – we offer additional support material (photocopied worksheets, other textbooks, internet links, tutoring) if desired.
- 2) We try to assign homework that the children should be able to do on their own. I mainly ask parents to take a picture of the homework and send it in first. This gives me the chance to provide feedback, comment on the assignment, and offer an opportunity for the pupil to make corrections.
- 3) We explain everything to the child and make sure they understand the homework. Either the child is able to explain the task to the parents afterwards, or we communicate with them, for example, in English and try to explain the basic words in Czech.
- 4) I usually set homework on a voluntary basis, and this is doubly true for pupils with a different first language.

What feelings might a child experience in the first few weeks after starting at a Czech school?



- 1) Children may find themselves in a kind of “conflict of personality”, which could be caused by the desire to be accepted as much as possible by the host country, but on the other hand they are afraid that means abandoning their own ethnic identity. They experience ambivalent feelings. The school and teachers aim to reduce the child's negative feelings as much as possible and to promote safety, belonging, and peace of mind in every way.
- 2) Negative – loneliness, frustration at not being understood, lower self-esteem, fear of new surroundings. Positive – the joy of making friends, of mastering tasks, excitement about their new environment. Curiosity – what the school is like, what the customs are, what is different from what they are used to. Shyness – how they will be received by their classmates, teachers.
- 3) A child may not communicate because they are shy, fearful, insecure. But everything depends on the approach taken by the parent, the school, and the teacher. The parents should foster the child's confidence in the school to which a parent accompanies them, while the teacher nurtures a friendly atmosphere and good integration into the team with praise and a smile.



Forms and other documents

Request for Release from School (Žádost o uvolnění z vyučování) (www.zernosecka.cz/wp-content/uploads/2019/07/2019_2020_zadost_uvolneni_new.pdf) – for when a pupil needs to be released from school for a longer period of time (convalescence, holidays during term time). This form must be submitted at least one week before departure.

School Meals Registration Form (Přihláška ke stravování) (www.zernosecka.cz/wp-content/uploads/2018/09/2018_2019_Prihlaska_jidelna.pdf) – for registering a pupil for meals at the school canteen. Parents should take time to learn the system for ordering, cancelling, and paying for lunches. The form must be submitted before the pupil starts at the school.

After-school Care Registration Form (Přihláška do ŠD) (www.zernosecka.cz/wp-content/uploads/2018/08/zapisni-list-do-sd-1.pdf) – for registering a pupil for the after-school care facility. The parent should be familiar with how the after-school care facility is run and the system in place for children to be picked up by a legal guardian or other authorised person. The form is submitted at the beginning of the school year or when the pupil starts at the school.

GDPR Consent (Souhlas GDPR) (www.zernosecka.cz/wp-content/uploads/2020/08/gdpr-souhlas.pdf) – permission for photographs taken at school events to be published on the school website. The form is submitted before the pupil starts at the school.

Infection-free Declaration (Prohlášení o bezinfekčnosti) (www.zernosecka.cz/wp-content/uploads/2020/09/prohlaseni_zdravi.pdf) – to prove that the pupil is free from infection. The form is submitted before the pupil starts at the school.

All necessary forms are available at www.zernosecka.cz/zaci-a-rodice/formulare-ke-stazeni.

At our school, parents complete only an initial Application for Admission to Primary Education and, if necessary, an Application for Permission to Defer Compulsory Schooling. Consent for an examination at an education psychology counselling centre may also be filled in by parents in certain cases.



Useful words and phrases

Vocabulary

My child / my children / family relationships

moje dcera (my daughter)
můj syn (my son)
starší dítě (older child)
mladší dítě (younger child)
sourozenci (siblings)
babička / dědeček (grandmother / grandfather)
matka, máma / otec, táta (mother, mum / father, dad)
teta / strýc (aunt / uncle)
zákonný zástupce (legal guardian)

People at school

žák, žáci (pupil, pupils)
spolužák (classmate)
učitel, třídní učitel, učitel předmětu (teacher, form teacher, subject teacher)
asistent pedagoga (teaching assistant)
ředitel školy (headteacher)
zástupce ředitele (deputy headteacher)
výchovní poradce (guidance counsellor)
metodik prevence (behaviour management officer)
speciální pedagog (remedial teacher)
školní psycholog (school psychologist)
školnice / školník ([female/male] school caretaker)
kuchařka / kuchař ([female/male] cook)
uklízečka / uklízeč ([female/male] cleaner)

Subjects at school

český jazyk (Czech language)
matematika (mathematics)
cizí jazyk / angličtina / němčina / ruština (foreign language / English / German / Russian)
dějepis (history)
fyzika (physics)
chemie (chemistry)
prvouka / přírodopis / přírodověda (introduction to humanities and science / natural history / natural science)
vlastivěda (national history and geography)
hudební výchova (music)



multimediální výchova (multimedia studies – in year 6 as part of practical activities)
pozemky (land – practical activities)
informatika (computer science – years 5 and 6)
občanská výchova (civic studies)
rodinná výchova (family studies – part of civic studies)
vaření (cooking classes – in year 7 as part of practical activities)
dílny (crafts – in years 7 and 8 as part of practical activities, woodwork and metalwork in year 7,
electronics in year 8)
tělesná výchova (physical education)
výtvarná výchova (art)
volba povolání (career studies – in year 8 and the first semester of year 9)

Places in a school

šatna, šatní skříňka, klíč / čip od šatní skříňky (cloakroom, locker, locker key/chip)
chodba (corridor)
třída, kmenová třída (classroom, form classroom)
kabinet (staff office)
záchod, WC (toilet)
školní jídelna (school canteen)
tělocvična (gym)
odborné učebny (lab classrooms)
dílny (workshops)

Things in a school

lavice (desk)
židle (chair)
tabule (board)
okno (window)
houba na tabuli (eraser)
hadr (cloth)
nástěnka (noticeboard)
rozvrh hodin (timetable)
zvonění (bell)
dezinfekce / test na COVID / testovací sada (disinfection / COVID test / test kit)

Other school-related terms

přestávka (break time)
poznámka (note)
pochvala (commendation)
vysvědčení (report card)



doučování (tutoring)
důtka (reprimand)
snížený stupeň z chování (reduced grade for behaviour)
podmínečné vyloučení (suspension)
prázdniny (holidays)
domácí úkol (homework)
příprava na hodinu (preparation for a lesson)
příprava na vyučování (preparation for a class)
omluvenka (parent's note excusing a pupil's absence)
neomluvená hodina (unexcused absence from a lesson)

Phrases

Excusing a pupil

Dobrý den, omlouvám (jméno dítěte) z vyučování kvůli nemoci / návštěvě lékaře / nefunkční Wi-Fi / rodinným důvodům

(Good morning/afternoon, please excuse (child's name) from class due to illness / a doctor's appointment / Wi-Fi not working / family reasons.)

Dobrý den, (jméno dítěte) je stále nemocný/á, dorazí nejspíš v (pondělí, úterý...)

(Good morning/afternoon, (child's name) is still ill and will probably be back at school on (Monday, Tuesday...).)

Dobrý den, žádám o uvolnění (jméno dítěte) z tělesné výchovy ze zdravotních důvodů. Přikládám kopii lékařské zprávy.

(Good morning/afternoon, please could you release (child's name) from physical education on medical grounds. I enclose a copy of their medical report.)

General messages

Dobrý den, nerozuměl / nerozuměla jsem Vaší poslední zprávě, můžete mi ji prosím ještě jednou vysvětlit?

(Good morning/afternoon, I did not understand your last message. Please could you explain it again?)

Dobrý den, (jméno dítěte) má problém v třídním kolektivu, prosím o pomoc s touto záležitostí.

(Good morning/afternoon, (child's name) has a problem in the classroom, please help me with this matter.)

Dobrý den, pojedeme na dovolenou, potřeboval / potřebovala bych tuto absenci omluvit, jak mám prosím postupovat?

(Good morning/afternoon, we are going on holiday, I need to excuse this absence, please tell me how to proceed.)

Prosím o omluvení (jméno dítěte) z tělocviku na týden / 14 dní / jiné období, je po nemoci. Děkuji.

(Please excuse (child's name) from PE for a week / 14 days / other period, he/she is recovering from illness. Thank you.)



Nevíme si rady se zadáním úkolu z českého jazyka zadaného v úterý (úvaha na téma Počasí v Evropě).
Můžete nám, prosím, pomoci úkol vysvětlit?
(We are struggling with the Czech language assignment set on Tuesday (Weather in Europe). Could
you please help us to explain this homework?)

Grading

Dobrý den, chtěl / chtěla bych se zeptat, co vychází mému synovi / mé dceři (jméno dítěte) za
známku z Vašeho předmětu.

(Good morning/afternoon, I would like to ask what average grade my son/daughter (child's name)
currently has in your subject.)

Dobrý den, chtěl / chtěla bych se poradit, co je třeba udělat, aby se můj syn / moje dcera zlepšil /
zlepšila ve Vašem předmětu.

(Good morning/afternoon, I would like advice on what needs to be done for my son/my daughter to
improve in your subject.)

Appointments and arrangements

Dobrý den, rád / ráda bych si s Vámi domluvil / domluvila osobní schůzku. Kdy bych mohl/a prosím
dorazit.

(Good morning/afternoon, I would like to make an appointment to meet you in person. Please let me
know when would be convenient for you.)

Dobrý den, rád / ráda bych využil / využila možnost, aby můj syn / moje dcera mohl / mohla docházet
ke školnímu psychologovi, k výchovnému poradci, do kroužku (doplnit kroužek).

(Good morning/afternoon, I would like to take the opportunity for my son/daughter to see the
school psychologist, the guidance counsellor, join the club (insert club name).)

Paní učitelko / pane učiteli, potřeboval / potřebovala bych vaši pomoc, radu...

(Mrs/Mr Teacher, I need your help, advice...)

Factual statements

Omlouvám svou dceru / svého syna z důvodu nemoci.

(Please excuse my daughter/son due to illness.)

Prosím o uvolnění mé dcery / mého syna v 9.40, jdeme k lékaři. Po opuštění školy za dítě přebírám
osobní zodpovědnost.

(Please release my daughter/son at 9.40, we have a doctor's appointment. I will take personal
responsibility for my child after we have left the school's premises.)

Prosím o zaslání domácích úkolů.

(Please send homework.)

Prosím, potvrďte mi přečtení zprávy.

(Please confirm that you have read the message.)



Přihlašuji / odhlašuji (jméno dítěte) do / z kroužku češtiny pro cizince / výtvarné výchovy / florbalu atd.

(I am signing (child's name) up for / I am removing (child's name) from the club Czech for Foreigners / Art / Floorball, etc.)

Teachers' messages

Částku 200 Kč je nutné uhradit do 5. října.

(CZK 200 needs to be paid by 5 October.)

Sraz je v 7.30 před školou.

(We assemble at 7.30 a.m. in front of the school.)

Vyučování dne 15. června začíná / končí v 11.40

(Classes on 15 June start/end at 11.40 a.m.)

Zítra jdeme do divadla / do ZOO / na výstavu, žáci si přinesou s sebou 100 Kč, lístky na MHD, svačinu a pití. Návrat bude přibližně ve 14.00, děti přihlášené ke stravování si ještě stihnou dojít na oběd.

(Tomorrow we are going to the theatre / the zoo / an exhibition. Pupils should bring CZK 100, their travel passes, a snack, and something to drink. We will return at approximately 2 p.m. Children registered for school lunches will be back in time for their lunch.)

Odhlaste si prosím obědy.

(Please cancel your child's lunches.)

Vaše dítě vzorně plní / málo plní / vůbec neplní své školní povinnosti.

(Your child is doing well / not doing well / not engaging at all in their school duties.)

Informační schůzka ohledně školního výletu se uskuteční dne 15. května v 17 hodin ve třídě 8.C.

(An information meeting on the school trip will be held on 15 May at 5 p.m. in classroom 8.C.)

Prosím o pečlivé zapisování nepřítomnosti žáka do omluvného listu.

(Please be sure to enter your child's absence in their register of excused absences.)

Nabízím Vám individuální konzultaci dne 3. října v 15 hodin v kabinetu dějepisu. V případě, že máte o schůzku zájem, ale nevyhovuje Vám termín, napište prosím e-mail. Vyzvednu si Vás na vrátnici školy.

(I am offering you an individual consultation on 3 October at 3 p.m. in the History office. If you are interested in an appointment, but the date is not convenient, please email me. I will collect you at the school entrance.)

Váš syn / Vaše dcera má možnost navštěvovat bezplatný kroužek českého jazyka každý čtvrtek od 14 hodin do 14.45 hodin v učebně cizích jazyků. V případě zájmu napište prosím e-mail třídní učitelce.

(Your son/daughter has the opportunity to attend a free Czech language club every Thursday from 2 p.m. to 2.45 p.m. in the foreign languages classroom. If interested, please email the form teacher.)

Conclusion

We realise that this guide is limited in scope and will not answer all the possible questions you may have. However, we would like to conclude by encouraging you to contact us if at any time you need,



are unclear about, or are unable to find the solutions you need in the guide. We are helpful and open.

It is quite possible that the education system in your home country offered services that we would find unusual and vice versa, or that some of the differences you encounter in our schools are surprising to you. However, every school is able, to a lesser or greater extent, to accommodate the requirements of legal guardians and pupils, e.g. in relation to food or other specifically cultural differences. Again: come to us, tell us about your needs and we will try to accommodate you.

And finally, a plea. If anything in the guide is confusing or perhaps mistranslated, please let us know. We learn by our mistakes.



Projekt Metodická příručka pro práci s žáky s OMJ byl spolufinancován Evropskou unií.

Byl zaměřen na podporu školám prostřednictvím tvorby a ověření metodické příručky pro práci s žáky s OMJ. Podpora školám byla poskytnuta také formou vzdělávacího programu pro pracovníky školy.

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