WELCOME PACK
FOR PUPILS AND PARENTS

Co-financed from the funds of the Lifelong Learning Programme Comenius Regio
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Warsaw
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Cardiff
Cardiff County Council, Race Equality First, St. Mary’s Catholic Primary School, Michaelston Community College

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Good day! Hello! Hi!

Dear Pupil! Welcome to Warsaw and to your new school! We are very pleased that you have come to us, that you will be living among us, that you will study and play in Warsaw. We hope that you will like Warsaw, as this is a city which for centuries has been created by newcomers from various countries. The multi-cultural Warsaw of today is proud that so many foreigners consider it their second home.

We would like to help in your first days in the new school. There are teachers and peers around you that you can turn to if you need support, and the explanation for new, as yet unknown things. Remember – we are here to answer your questions and doubts.

We would like to hear the stories of your family, friends, the place you came from, about your favourite cuisine and music. This way we will get to know each other better.

We invite everyone to “fall in love with Warsaw” – we hope that it will soon become very close to you.

Joanna Gospodarczyk
Deputy Director of the Education Department of the City of Warsaw
Name: 
Surname: 
Class: 
Form tutor: 

Directions

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The Polish Education System

**KINDERGARTEN** (preparation for school education)

**PRIMARY SCHOOL** (from 6/7 years of age — 6 years)
Compulsory external exams for all pupils finishing primary school

**LOWER SECONDARY SCHOOL** (from 13 years of age — 3 years)
Compulsory external exams for all pupils finishing middle school

**SECONDARY SCHOOL** (to choose — from 16 years of age)

<table>
<thead>
<tr>
<th>GENERAL SECONDARY SCHOOL (3 years)</th>
<th>SPECIALISED SECONDARY SCHOOL (3 years)</th>
<th>SECONDARY VOCATIONAL SCHOOL (4 years)</th>
<th>BASIC VOCATIONAL SCHOOL (2–3 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>SUPPLEMENTARY SECONDARY VOCATIONAL SCHOOL (3 years)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>SUPPLEMENTARY GENERAL SECONDARY SCHOOL (2 years)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATURA External examination</td>
<td>MATURA External examination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>COLLEGE OF FURTHER EDUCATION (2–2,5 YEAR) OR HIGHER EDUCATION (VOCATIONAL AND MASTER’S STUDIES)</td>
<td>COLLEGE OF FURTHER EDUCATION OR HIGHER EDUCATION (VOCATIONAL AND MASTER’S STUDIES)</td>
</tr>
</tbody>
</table>

School is compulsory until leaving middle school; not longer, however, than up to 18 years of age.

Learning must be continued in a school of choice.

You can continue learning (not compulsory).
<table>
<thead>
<tr>
<th>MIESIĄC</th>
<th>ŚWIĘTA/DNI WOLNE</th>
</tr>
</thead>
<tbody>
<tr>
<td>September (9)</td>
<td>01.09. The beginning of the school year</td>
</tr>
<tr>
<td>October (10)</td>
<td></td>
</tr>
</tbody>
</table>
| November (11)    | 01.11. All Saint’s Day (a day off)  
11.11. Independence Day (a day off) |
| December (12)    | 23.12–01.01. Christmas holidays  
| January (1)      | 01.01. New Year’s Day (a day off)  
06.01. Epiphany Holiday |
| January (1) or February (2) | Winter holidays — **2 weeks**  
(as decided by the Ministry of National Education) |
| March (3)        | Easter — **6 days** off (in March or April)       |
| April (4)        |                                                  |
| May (5)          | 01.05. International Workers’ Day  
03.05. May 3rd Constitution Day |
| June (6)         | The end of the school year (last week in June)    |
| July (7)         | Summer holidays                                   |
| August (8)       | Summer holidays                                   |

* The school will let you know about any other days off.
## Daily timetable

Lessons start every day at 8:00.

<table>
<thead>
<tr>
<th>Time</th>
<th>Lesson</th>
<th>Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00–8.45</td>
<td>Lesson 1</td>
<td></td>
</tr>
<tr>
<td>8.45–8.55</td>
<td></td>
<td>Break 1</td>
</tr>
<tr>
<td>8.55–9.40</td>
<td>Lesson 2</td>
<td></td>
</tr>
<tr>
<td>9.40–9.55</td>
<td></td>
<td>Mid-morning break</td>
</tr>
<tr>
<td>9.55–10.40</td>
<td>Lesson 3</td>
<td></td>
</tr>
<tr>
<td>10.40–10.50</td>
<td></td>
<td>Break 3</td>
</tr>
<tr>
<td>10.50–11.35</td>
<td>Lesson 4</td>
<td></td>
</tr>
<tr>
<td>11.35–11.55</td>
<td></td>
<td>Lunch break (classes 1 to 3)</td>
</tr>
<tr>
<td>11.55–12.40</td>
<td>Lesson 5</td>
<td></td>
</tr>
<tr>
<td>12.40–13.00</td>
<td></td>
<td>Lunch break (classes 4 to 6)</td>
</tr>
<tr>
<td>13.00–13.45</td>
<td>Lesson 6</td>
<td></td>
</tr>
<tr>
<td>13.45–13.50</td>
<td></td>
<td>Break 6</td>
</tr>
<tr>
<td>13.50–14.35</td>
<td>Lesson 7</td>
<td></td>
</tr>
<tr>
<td>14.35–14.40</td>
<td></td>
<td>Break 7</td>
</tr>
<tr>
<td>14.40–15.25</td>
<td>Lesson 8</td>
<td></td>
</tr>
</tbody>
</table>

Lessons end on Fridays.
We go back to school on Mondays.

**Note!**
In classes 1 to 3 you will get the detailed order of the day from your form tutor.
Things you need at school

- books
- workbooks
- a pencil
- scissors
- a ruler
- a pencil case
- paint
- a sharpener
- a pen
- crayons
- marker pens
1. Your pupil’s daybook will remind you about important school matters.

2. You will find a timetable for every day in your pupil’s daybook.

3. Your parents will read about important events at school (meetings, parent-teacher meetings, school excursions) and about your conduct and learning progress.
Break

You must stay at school during breaks!

Places you can stay at during breaks:

- library
- reading room
- gymnasium — check what hours are for your class to spend your breaks there.
- school playing field – only under the teacher’s care: in spring, autumn, and summer.
- playground – under the teacher’s care.

During the mid-morning break you can eat in the class.

During lunch breaks you can eat in the school dining room.

You can have free lunch if it is arranged with the guidance counsellor.

During all breaks you can buy food at the school shop. The school shop is on the ground floor.
### Extra-curricular activities

<table>
<thead>
<tr>
<th>Extra-curricular activities for pupils from abroad</th>
<th>Extra Polish lessons (at least 2 hours a week)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Catch-up classes (1 hour a week in the subject the pupil is behind in — for up to 12 months)</td>
</tr>
<tr>
<td>Extra-curricular activities for all pupils</td>
<td>Interest groups (you can pick from several subjects)</td>
</tr>
<tr>
<td></td>
<td>Sports classes</td>
</tr>
<tr>
<td></td>
<td>Classes in the common room</td>
</tr>
<tr>
<td></td>
<td>Catch-up classes</td>
</tr>
<tr>
<td>For pupils in the 2nd class</td>
<td>Swimming pool</td>
</tr>
</tbody>
</table>
What to do if

I WAS ABSENT FROM CLASS
I bring an excuse note from my parents or a doctor, and show it to my form tutor.

I’M LATE
I go to my class and say “I’m sorry for being late” („Przepraszam za spóźnienie”).

I’M FEELING UNWELL
I talk to the form tutor or the school nurse. They call my parents, who will pick me up from school.

I HAVE A PROBLEM

I’VE HAD A QUARREL WITH A FRIEND FROM SCHOOL
I talk to the form tutor or the guidance counsellor.

I CAN’T DO MY HOMEWORK BY MYSELF
I talk to the form tutor, other teachers or the guidance counsellor.
How to make friends with other pupils at school

- Your form tutor will introduce you to your new class

- You will have plenty of time to find new friends.

- Some of your classmates are more sociable, while others might be shy. This doesn’t mean they don’t want to be friends with you.

- We often have new pupils at school. Some friends you meet may have been here only as long as you have.
Our school’s system of grades

If you are a pupil of:

Classes 1–3
You and your parents get ongoing information about your current learning progress and conduct, and a summary at the end of a term.

Classes 4–6
1. You are graded from 1 to 6.
2. Teachers grade your progress day to day.
3. At the end of each term and year teachers give you final grades for every subject and for your conduct.

Grades from 1 to 6
6 — excellent (+ + + + + + +)
5 — very good (+ + + + +)
4 — good (+ + + +)
3 — satisfactory (+ + +)
2 — poor (+ +)
1 — unsatisfactory (failure) (–)

Your conduct will be graded in this way:
- exemplary
- very good
- good
- acceptable
- unacceptable
- reprehensible
ZAWIADOMIENIE
Dyrekcja szkoły / wychowawca klasy zawiadamia, że dn. …………………….. w godz. …………………….. w sali nr …….. odbędzie się zebranie dla rodziców uczniów klasy …………. Obecność obowiązkowa.

…………………………………
podpis dyrektora szkoły / wychowawcy

NOTIFICATION
School management/form master informs, that parents’ meeting is going to take place on (date) …………………………… at (hour). …………………… in (class number) ……. Your presence is obligatory.

…………………………………
school management/ form master signature

USPRAWIEDLIWIEŃIE
Proszę o usprawiedliwienie nieobecności w szkole w dniu/dniach ………… mojej córki / mojego syna …………………………………….. (imię i nazwisko), z powodu choroby / badań / z ważnych powodów rodzinnych.

…………………………………..
podpis rodzica

JUSTIFICATION
I would like to excuse my daughter’s / son’s absence from school on (date) ………………………. It was because of her / his illness / medical examination / or any urgent reasons.

…………………………………..
Parents’ / committee’s signature
ZWOLNIENIE
Proszę o zwolnienie z zajęć lekcyjnych mojej córki / mojego syna
………………………………………………………………………………………………………(imię i nazwisko)
w dn. ……………………………. o godz. …………………..
………………………………………………………………………………………………………
podpis rodzica

EXEMPTION FROM THE SCHOOL CLASSES
I ask you to exempt my daughter/son
……………………………………………………………………………………………………… (her/his name)
from the school classes on (date) ………………….. at (hour) …………………
………………………………………………………………………………………………………
Parents’ / committee’s signature

ZGODA
Wyrażam zgodę na udział mojej córki/mojego syna
……………………………………………………………………………………………………… (imię i nazwisko)
w wycieczce / wyjeździe integracyjnym / zielonej szkole
do ………………… (nazwa miejsca) w dniu/dniach. …………………
………………………………………………………………………………………………………
podpis rodzica

AGREEMENT
I give my consent to my daughter’s/ son’s
……………………………………………………………………………………………………… (her/ his name)
participation in a school or integrate trip
to ………………… (the place name) on (the date) …………………
………………………………………………………………………………………………………
Parents’ / committee’s signature
## Minidictionary of basic school terms

<table>
<thead>
<tr>
<th>PL</th>
<th>EN</th>
</tr>
</thead>
</table>
| **Rok szkolny**
W Polsce nauka rozpoczyna się 1 września, a kończy w ostatnim tygodniu czerwca następnego roku. | **School year**
In Poland it starts on 1st September and ends last week of June next year. |
| **Semestr**
To połowa roku nauki: semestr zimowy trwa zazwyczaj od września do końca stycznia, semestr letni — od lutego do czerwca. | **Semester**
This means we are half way through the school year: the winter term is from September till January, the summer one — from February till June. |
| **Przerwa semestralna**
Po pierwszym semestrze uczniowie w Polsce mają dwutygodniową przerwę w nauce — **ferie zimowe**. | **Half-term break**
After the first term students in Poland have two-week half-term **winter break** |
| **Wakacje**
To czas wolny od nauki w ciągu lata. Trwa od ostatniego tygodnia czerwca do końca sierpnia. | **Holidays**
It means time free from school work in the summer. It lasts from the last week of June till the end of August. |
| **Wywiadówka**
To spotkanie rodziców z nauczycielem/nauczyciela-mi ucznia. Jego celem jest omówienie postępów dzieci w nauce oraz innych ważnych spraw dotyczących życia szkoły. | **Parents-teacher meeting**
It is parents’ meeting with teachers. It enables parents and teachers to talk about students’ progress at school or other important school matters. |
| **Ocena**
Począwszy od czwartej klasy szkoły podstawowej uczniowie są oceniani przy pomocy skali od 1 do 6. 6 to oce- na najwyższa. 1 to ocena najniższa. Od ucznia oczekuje się opanowania materiału co najmniej na 2. | **Grades**
From the 4th grade of primary school onwards students get grades ranging from 1 (the lowest) to 6 (the highest). A student is expected to become familiar with certain school material within at least grade 2. |
| **Biblioteka**
Miejsce, gdzie uczeń może na miejscu, bezpłatnie skorzystać ze szkolnych zbiorów książek. Może też wypożyczać książki do domu. | **The library**
It is a place where a student can make use of all the school books without payment. The books can also be borrowed and taken home. |
<table>
<thead>
<tr>
<th>PL</th>
<th>EN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dyrektor szkoły</strong>&lt;br&gt;Osoba, która kieruje szkołą.</td>
<td><strong>Head teacher</strong>&lt;br&gt;It is the person who manages the whole school.</td>
</tr>
<tr>
<td><strong>Pedagog szkolny</strong>&lt;br&gt;Specjalista pomagający dzieciom, które mają trudności szkolne.</td>
<td><strong>School educator</strong> is a specialist who helps students with difficulties.</td>
</tr>
<tr>
<td><strong>Psycholog szkolny</strong>&lt;br&gt;Specjalista, który pomaga uczniom radzić sobie z trudnymi emocjami i uczuciami.</td>
<td><strong>School psychologist</strong> A specialist who helps students cope with emotions and feelings.</td>
</tr>
<tr>
<td><strong>Poradnia psychologiczno-pedagogiczna</strong>&lt;br&gt;To miejsce, gdzie specjaliści badają dzieci pod kątem ich możliwości korzystania z edukacji. Pomagają dzieciom, które napotykają bariery w edukacji.</td>
<td><strong>Psychological and educational center</strong> It is a place where specialists examine children’s educational abilities and help those who have any difficulties.</td>
</tr>
<tr>
<td><strong>Nieobecność</strong>&lt;br&gt;W Polsce dzieci mają obowiązek chodzić do szkoły, dopóki nie skończą gimnazjum. Jeśli dziecko nie przyjdzie jakiegoś dnia do szkoły, rodzice są zobowiązani napisać ‘usprawiedliwienie’, czyli wyjaśnić, dlaczego dziecko nie przyszło do szkoły. W przypadku dłuższych nieobecności wywołanych klopotami ze zdrowiem szkoła oczekuje zwolnienia lekarskiego, czyli dokumentu od lekarza, który potwierdza, że dziecko było chore, co uniemożliwiło mu przybycie do szkoły.</td>
<td><strong>Absence</strong>&lt;br&gt;In Poland children are obliged to attend school until they finish junior high school. If a student is absent from school, parents should write a note — to explain the reason of the absence. In case of longer absence, a doctor’s note is required to be brought by the parents.</td>
</tr>
<tr>
<td><strong>Egzamin</strong>&lt;br&gt;Już na koniec szkoły podstawowej uczniowie zdają egzamin — czyli sprawdzian zewnętrzny, badający poziom wiedzy i umiejętności zdobytych w szkole. Egzamin na końcu gimnazjum decyduje o możliwościach dalszej edukacji ucznia.</td>
<td><strong>The exam</strong>&lt;br&gt;Students in Poland take an exam at the end of primary school — it’s a test of their skills. The junior high school (gimnazjum) exam influences future educational opportunities.</td>
</tr>
<tr>
<td>PL</td>
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<tr>
<td><strong>Długa przerwa/przerwa obiadowa</strong>&lt;br&gt;To dłuższa przerwa w godzinach południowych (około 20 min.), w czasie której dzieci mają czas zjeść posiłek. W niektórych szkołach w Polsce są stołówki, gdzie dzieci mogą zjeść obiad. Gdy nie ma stołówki — jedzą przyniesione z domu kanapki.</td>
<td><strong>Long break/lunch break</strong>&lt;br&gt;It is a break around noon and it lasts about 20 min. Children can eat lunch then. If there is no school canteen, they eat sandwiches prepared at home.</td>
</tr>
<tr>
<td><strong>Przerwa</strong>&lt;br&gt;To czas krótkiego odpoczynku dla uczniów między lekcjami, zwykle trwa 10 minut. Lekcje trwają 45 min.</td>
<td><strong>The break</strong>&lt;br&gt;It is a short period of time, between the lessons — usually about 10 min. A lesson lasts 45 min.</td>
</tr>
<tr>
<td><strong>Grono pedagogiczne</strong>&lt;br&gt;To zespół nauczycieli uczących w danej szkole.</td>
<td><strong>Teaching Staff</strong>&lt;br&gt;All the teachers working at the school.</td>
</tr>
<tr>
<td><strong>Pokój nauczycielski</strong>&lt;br&gt;To specjalna sala w szkole przeznaczona dla nauczycieli. Tam można znaleźć nauczycieli w czasie przerw.</td>
<td><strong>Teachers’ room</strong>&lt;br&gt;It is a room for teachers. If you need their help during the break this is the place where they can be found.</td>
</tr>
</tbody>
</table>
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