

Internal Rules of Tallinn English College

Adopted on 01.09.1996

Entry into force on 01.09.1996

The internal rules of the school are established on the basis of § 68 (1) of the Basic Schools and Upper Secondary Schools Act.

This version of the internal rules has been established by Directive No. 1-4/15 of the Head of School of 26 June 2022 and it enters into force on 26 June 2022.

1. General provisions

1.1. The internal rules of the school are binding on the students and school employees (pedagogues and other employees). (§ 68 (1) and § 74 (1) of the Basic Schools and Upper Secondary Schools Act)

1.2. Reasoned, relevant and proportional support measures may be taken and sanctions may be imposed with regard to students who do not abide by the internal rules of the school, on conditions and in accordance with the procedure provided for in § 58 of the Basic Schools and Upper Secondary Schools Act (§ 58 (1) of the Basic Schools and Upper Secondary Schools Act).

1.3. The internal rules of the school constitute a public document which can be examined on the school's website and the school's information system Stuudium, and if necessary, on paper at the school secretary's office. (§ 69 (1), (2) of the Basic Schools and Upper Secondary Schools Act. [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020])

1.4. Pursuant to various legal acts governing the school life, the internal rules of the school include the following rules:

- Requirements for the behaviour of students (§ 19 (5) of the National Curriculum for Basic Schools; § 15 (4) of the National Curriculum for Upper Secondary Schools). The respective procedure is provided for in the internal rules since 17 January 2011.
- School's measures of commendation of students during their studies (§ 57 of the Basic Schools and Upper Secondary Schools Act). The respective procedure is provided for in the internal rules since 1 September 2011.
- Specified conditions of and procedure for notification of assessment (§ 29 (4) of the Basic Schools and Upper Secondary Schools Act). The respective procedure is provided for in the internal rules since 1 September 2011.
- Procedure for notifying students and their parents about the part of the daily schedule of the school applicable to students (§ 55 (4) of the Basic Schools and Upper Secondary Schools Act). The respective procedure is provided for in the internal rules since 1 September 2011.

- Procedure for notification of absences from studies (§ 35 (3) of the Basic Schools and Upper Secondary Schools Act). The respective procedure is provided for in the internal rules since 1 September 2011.
- Procedure for applying control of entry into and exit from the school building or territory and for restriction of the students' exit from the school building or territory (§ 44 (2) and § 44 (7) of the Basic Schools and Upper Secondary Schools Act). The respective procedure is provided for in the internal rules since 1 September 2011.
- Procedure for notification of application of support measures and imposition of sanctions (§ 58 (9) of the Basic Schools and Upper Secondary Schools Act). The respective procedure is provided for in the internal rules since 1 September 2011.
- Additional grounds for exclusion from upper secondary school (§ 28 (2) of the Basic Schools and Upper Secondary Schools Act). The respective procedure is provided for in the internal rules since 1 September 2011.
- Procedure for prevention of situations jeopardising the mental or physical security of students and school employees, reaction to such situations, notification of incidents, resolution of incidents, and measures for prevention of mental and physical violence against students and school employees (§ 44 (2) and (3) of the Basic Schools and Upper Secondary Schools Act). The respective procedure is provided for in the internal rules since 1 September 2011.
- Procedure for use of surveillance equipment (§ 44 (6) of the Basic Schools and Upper Secondary Schools Act). The respective procedure is provided for in the internal rules since 1 September 2011.
- Manners of use of objects that lead to taking custody of the objects by school (§ 58 (3) 6) of the Basic Schools and Upper Secondary Schools Act). The respective procedure is provided for in the internal rules since 1 September 2011.
- Procedure for storage and return of objects given to the custody of the school (§ 58 (5) of the Basic Schools and Upper Secondary Schools Act). The respective procedure is provided for in the internal rules since 1 September 2011.
- Procedure for free use of the civil engineering works, rooms and library of the school and the teaching and learning, sports, technical and other facilities of the school by students in their extracurricular activities (§ 40 (2) of the Basic Schools and Upper Secondary Schools Act). The respective procedure is provided for in the internal rules since 1 September 2011.
- Conditions of and procedure for use of textbooks, workbooks, exercise books and worksheets, and return of textbooks to the school (§ 20 (2) of the Basic Schools and Upper Secondary Schools Act). The respective procedure is provided for in the internal rules since 1 September 2011.
- Procedure for use of student ID in school (§ 2 (4) of the Procedure for Issue of Student ID and Format of Student ID, established by Regulation No. 42 of the Minister of Education and Research of 13 August 2010). The respective procedure is provided for in the internal rules since 1 September 2011.

2. Requirements for the behaviour of students (entry into force on 1 September 2011)

The students of Tallinn English College shall:

- 2.1. value learning and self-improvement
- 2.2. abide by the TEC student profile and the principle of academic honesty
- 2.3. are honest, helpful and entrepreneurial
- 2.4. conduct themselves politely, with dignity and respect
- 2.5. maintain the assets of the school and their peers
- 2.6. keep their school's honour and represent their school
- 2.7. dress in accordance with the rules applicable at the school (see Annex 1) [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]
- 2.8. abstain from the use of tobacco products (including chewing tobacco), narcotic substances, energy drinks or alcoholic beverages at school and in the school territory (the supplement regarding the chewing tobacco and energy drinks is in force since 04.11.2013)**
- 2.9. Repealed [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]

3. School's measures of commendation of students during their studies (entry into force on 1 September 2011)

The measures of commendation of students of Tallinn English College are the following:

- verbal commendation
- written commendation
- Letter of Recognition (see Annex 2) [Tallinn English College Teachers' Council 25.02.2021 – entry into force 25.02.2021]
- commendation by the Teachers' Council
- reception by the Head of School for students on the conditions and in accordance with the procedure established by the Head of School.

4. Specified conditions of and procedure for notification of assessment (entry into force on 1 September 2011)

- 4.1. The school notifies of assessment in accordance with the provisions of § 25 – § 32 of the Administrative Procedure Act.
- 4.2. The school notifies students and their parents of assessment via the electronic study information system (electronic journal).
- 4.3. In case a student and their parents cannot receive information on assessment via the electronic study information system, they can submit a respective request for information to the school. A student is provided with information on assessment as an extract from the

electronic study information system on the basis of the request for information submitted by the student and/or the parent. The extract from the electronic study information system shall be delivered to the student. The extract from the electronic study information system shall be sent to the parent via the student if the student is at least 10 years of age. For younger students, the extract from the electronic study information system shall be sent by post, unless otherwise agreed with the parent.

4.4. The teacher shall inform the students about the skills and knowledge required for the respective subject, the time and format of assessment of such skills and knowledge, and the assessment criteria at the first class of the study period or course.

4.5. The homeroom teacher (for basic school) and the supervisor (for upper secondary school) shall inform the students about the principles and criteria for the assessment of the behaviour and diligence of the basic school students, and the criteria for assessment of behaviour of upper secondary school at the beginning of an academic year.

4.6. The school shall inform the students of school stages I to III and their parents of summative annual grades and grades for behaviour and diligence via a report card.

4.7. The students have the right to receive information on their grades from the subject teachers.

4.8. As a general rule, the subject teachers of TEC have one consultation hour per study week. During the consultation, the teachers support the students in overcoming the difficulties related to the subject.

4.9. The students have the right to address their teacher for improving an unsatisfactory grade within five (5) study days after becoming aware of the grade, or in case of an illness, in accordance with an agreement. Upon improvement of an unsatisfactory grade, the improved grade shall be marked as the second grade. In case a grade is not improved, the second unsatisfactory grade shall be marked in the electronic journal next to the original unsatisfactory grade, and the given grade cannot be improved anymore. The students shall inform their teacher about their wish to improve a grade before the improvement of the specific assignment, so that the teacher would be able to prepare the assignment.

4.10. The teachers shall inform the parents about undone homework via the electronic journal (K). The students shall present their undone homework not later than at their next class.

4.11. A student who is present in class does not have the right to refuse from taking a test or quiz without a good reason. Should a student refuse to take a test in class, the test cannot be retaken and the student will receive the grade "1".

4.12. Positive grades are not improved. [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]

4.13. Upon submission of a respective reasoned request, the Head of School shall make a decision on a dispute related to the assessment of a student which has been raised within ten (10) working days after learning about a grade by the student or their lawful representative, within the time limits provided for in the Administrative Procedure Act, and shall inform the person who submitted the request about the decision within five working days after the day

when the decision was made.

4.14. The subject teachers and homeroom teacher shall assess the behaviour of students in accordance with the students' abidance by the internal rules of the school. The behaviour grade "excellent", "good" or "satisfactory" shall be given to the students who abide by the requirements of the internal rules. The behaviour grade "unsatisfactory" shall be given to the students who do not abide by the requirements for students as set out in the internal rules of the school.

5. Procedure for notifying students and their parents about the part of the daily schedule of the school applicable to students (entry into force on 1 September 2011)

5.1. The school shall notify students and their parents about the part of the daily schedule of the school applicable to students in accordance with the provisions of § 25 – § 32 of the Administrative Procedure Act.

5.2. Students and their parents shall be notified about the part of the daily schedule of the school applicable to students and any changes therein via the electronic study information system and the school website.

5.3. If a student or their parents cannot receive information via the electronic study information system, the part of the daily schedule of the school applicable to the student shall be made available to the student and their parents in the manner individually agreed upon between the school and the student and their parents.

5.4. The part of the daily schedule of the school applicable to students and any changes therein shall be deemed delivered to the student and their parents via the electronic study information system when the parents have accessed the respective information via the electronic study information system.

5.5. If a student of at least 10 years of age has received information on the part of the daily schedule of the school applicable to student and any changes therein via the study information system, then pursuant to the Administrative Procedure Act, the parents shall also be deemed to be informed about the daily schedule and the changes therein.

5.6. The parents of students under 10 years of age who have not examined the part of the daily schedule of the school applicable to the student or any changes therein via the electronic study information system, shall receive a respective notice to the e-mail address provided by the parent or in any other manner as previously agreed with the parent.

6. Procedure for notification of absences from studies (entry into force on 1 September 2011)

6.1. The school shall notify of absences from studies pursuant to the provisions of § 25 - § 32 of the Administrative Procedure Act, taking into consideration the provisions of § 35 and § 36 of the Basic Schools and Upper Secondary Schools Act.

6.2. In case of the absence of a basic school student (illness, exceptional circumstances), the parent shall inform the school in the morning of the first day of the absence via the electronic journal. If the parent has not informed the school about the absence of the student, the school shall notify the parent of the absence not later than on the next school day, using the context details submitted to the school by the parent (the supplement regarding the electronic journal is in force since 01.09.2014). When the student returns to school, the parent shall provide the reasons for the absence via the electronic journal which shall be valid only in case the absence has been notified in advance (the supplement regarding the reasons for absences is in force since 01.09.2014). [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]

6.3. In case of the absence of an upper secondary school student (illness, exceptional circumstances), the student or the parent shall inform the school in the morning of the first day of the absence via the electronic journal. In case of the absence of an upper secondary school student (illness, exceptional circumstances), the student or the parent shall inform the school by 10 a.m. on the first day of the absence via the electronic journal. When the student returns to school, the student or the parent shall provide the reasons for the absence via the electronic journal which shall be valid only in case the absence has been notified in advance (the supplement regarding the reasons for absences is in force since 01.09.2014). Adult students are entitled to provide the reasons for their absences on their own (entry into force on 01.03.2018). [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]

6.4. If a student is absent from ten (10) or more classes per one period without a reason, the student shall receive a written reprimand. In case of a repeated infringement during a period, the behaviour grade will be lowered by one grade point. [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]

6.5. If a student represents the school during classes, the teacher supervising the students will give notice of the absence of the student via the school intranet at least one week in advance. [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]

6.6. At Tallinn English College, it is mandatory to apply for the consent of all the subject teachers, homeroom teacher or supervisor in upper secondary school for an absence for any other reason (e.g. travelling). For this purpose, a student shall take a written application (see the form on the website) to the homeroom teacher or supervisor in upper secondary school at least one week before the planned absence. The application form has to be signed by the homeroom teacher or supervisor in upper secondary school and those subject teachers whose classes will be missed. The subject teacher confirms by their signatures that they are aware of the student's upcoming absence. [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]

6.7. Being absent from classes does not exempt the student from acquiring the study materials or from timely performance of the study assignments given during the classes missed by the student.

6.8. The provider of health services at school (school nurse) shall inform the teachers about the students who have been sent home at the end of each school day via the school information system Stuudium. [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]

6.9. The summary of absences can be accessed by the parents via the electronic study information system (electronic journal). In case a parent cannot receive information via the electronic study information system, they can submit a respective request for information to the school. Information regarding absences shall be sent to the parents via students if the students are at least 10 years of age. For younger students, the information shall be sent to the parents by post, unless otherwise agreed with the parent.

7. Procedure for applying control of entry into and exit from the school building or territory and for restrictions of the students' exit from the school building or territory (entry into force on 1 September 2011)

7.1. In order to ensure the safety of students and school employees and supervision over students with restricted active legal capacity, entry into the school building is restricted from 9.20 a.m.

7.2. The basic school students of Tallinn English College are permitted to leave the school building during the school day in case the parent has informed the school about such leave by 10 a.m. the same day via the electronic journal of the school (valid from 01.09.2014).

7.3. The upper secondary school students of Tallinn English College are permitted to leave the school building during the school day in accordance with their daily schedule. [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]

7.4. A student who has fallen ill during classes may leave the school building on the basis of the certificate issued by the school nurse which will be submitted to the subject teacher according to the curriculum or to the homeroom teacher by the student who has fallen ill (valid from 01.09.2014).

8. Procedure for notification of application of support measures and imposition of sanctions (entry into force on 1 September 2011)

8.1. The school notify of application of support measures and imposition of sanctions pursuant to the provisions of § 25 - § 32 of the Administrative Procedure Act, taking into consideration the provisions of § 58 of the Basic Schools and Upper Secondary Schools Act.

8.2. The students and their parents shall be notified of application of support measures and imposition of sanctions by delivery of a copy of the directive of the Head of School or copy of the decision of the Teachers' Council, depending on the applied measure or sanction.

9. Additional grounds for exclusion from upper secondary school (entry into force on 1 September 2011)

A student who has repeatedly violated the internal rules shall be excluded from the school on the conditions specified in § 28 (1) 4) of the Basic Schools and Upper Secondary Schools Act if the student repeatedly violates:

- 9.1. the conditions of and procedure for use of textbooks and return of textbooks to school;
- 9.2. the procedure for notification of absences from studies;
- 9.3. the procedure for free use of the civil engineering works, rooms and library of the school and the teaching and learning, sports, technical and other facilities of the school;
- 9.4. the procedure for prevention of situations jeopardising the mental or physical security of students and school employees, reaction to such situations, notification of incidents, and resolution of incidents;
- 9.5. the procedure for applying restrictions to exit from the school building or territory;
- 9.6. A student will be excluded from the school if they jeopardize their own and other's safety and repeatedly use objects in a manner resulting in taking custody of such objects.
- 9.7. An upper secondary school student may be excluded from the school students' list if 3 directives on imposition of sanctions for violation of the internal rules of the school have been issued to the student during their studies at the upper secondary school. [Tallinn English College Teachers' Council 25.02.2015 – entry into force 22.09.2020]
- 9.8. academic honesty policy. [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]
- 9.9. A student will be excluded from the school due to their lack of progress in studies pursuant to clause 13 of the assessment policy of the school. [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]

10. Procedure for prevention of situations jeopardising the mental or physical security of students and school employees, reaction to such situations, notification of incidents, resolution of incidents, and measures for prevention of mental and physical violence against students and school employees (entry into force on 1 September 2011)

- 10.1. The mental and physical security and adherence to the internal rules of the school in the school territory during the entire school day shall be ensured in accordance with the procedure for keeping order.
- 10.2. All the school employees shall pay attention to the behaviour of students, and where necessary, shall remind them of the internal rules.
- 10.3. The teacher on duty shall remain in their area of responsibility during recesses; if the teacher on duty needs to leave, they shall find a substitute; they shall monitor the behaviour of the students, and where necessary, remind them of the internal rules; in case of a disturbance, shall inform the homeroom teacher or write a note in the journal; in case of accidents shall evaluate the situation critically and act as needed. [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]

10.4. The students and school employees shall act in the manner ensuring the mental and physical security of the school community. [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]

10.5. In the conditions of the widespread of infectious diseases, including COVID-19, the school follows the TEC Infectious Disease Prevention Plan. [Tallinn English College Teachers' Council 31.08.2021 – entry into force 01.09.2021]

11. Procedure for use of surveillance equipment (entry into force on 1 September 2011)

Surveillance equipment shall be used in within the meaning and in accordance with the procedure specified in the Security Act, taking into account the requirements provided for in the Personal Data Protection Act.

11.1. The school uses surveillance equipment which records images and/or sounds to detect a threat and eliminate a danger or eliminate a disturbance.

11.2. The recordings of the surveillance equipment shall be stored for one month after the day of recording. The recordings shall be stored in a guarded room with a limited access.

11.3. In order to inform about the use of surveillance equipment, the doors of the rooms containing surveillance equipment shall be marked with a sign depicting a video camera image in black or the word "VIDEO SURVEILLANCE".

11.4. The Head of School and the Business Manager are the persons with the right of access who shall have access to the recordings at the school.

11.5. The Head of School and/or Business Manager shall prepare a written instrument to record every access to the recording, specifying the date and time and the purpose and reason for viewing the recording.

12. Manners of use of objects that lead to taking custody of objects by school (entry into force on 1 September 2011)

12.1. At Tallinn English College, the use of mobile phones, laptops and other consumer electronics is permitted only for the purpose of studies as follows: [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]

12.1.1. The use of connected devices during the school day is permitted for performing the study assignments given or supervised by the teachers.

12.1.2. Connected devices shall be on silent mode or switched off during the day.

12.1.3. Playing any games on connected devices is prohibited in the school premises.

12.1.4. Where necessary, the school has the right to take custody of a connected device of a student.

12.2. Repealed [Tallinn English College Teachers' Council 19.10.2020 – entry into force 20.10.2020]

12.3. School employees are entitled to take custody of any objects which may be used in a

manner that poses a threat to the persons themselves or other persons and that may lead to injuring or killing another person or damaging others' property.

13. Procedure for storage and return of objects given to the custody of the school (entry into force on 1 September 2011)

13.1. The school shall store and return the objects given to the custody of the school pursuant to the provisions of § 883 – § 986 of the Law of Obligations Act.

13.2. The objects given to the custody of the school shall be stored by the Head of School or his substitute. The Head of School or his substitute who has taken custody of an object shall store the object in a manner ensuring that the object will be preserved.

13.3. It is mandatory to keep record of imposing the sanction whereby the school takes custody of an object.

13.4. The Head of School or his substitute shall immediately issue a copy of the written record of taking custody of an object to the student from whom the object is taken, and the record shall indicate the name of the school, details of the person from whom the object is taken into custody, the time and reason for taking custody of the object, the legal basis, the number of the directive containing the decision on imposition of the sanction and a description of the object taken into custody.

13.5. If the student from whom an object is taken into custody is not the owner or lawful possessor of the object or if the object is not taken into custody from a person, and the owner or lawful possessor can be ascertained, the Head of School shall immediately inform the owner or lawful representative of taking custody of the object.

13.6. An object shall be returned to the owner or lawful possessor of the object taken into custody immediately after the grounds for taking custody have lapsed.

13.7. Direct coercion can be used for taking custody of an object for as long as it is unavoidable for achieving the objective.

14. Procedure for free use of the civil engineering works, rooms and library of the school and the teaching and learning, sports, technical and other facilities of the school by students in their extracurricular activities (entry into force on 1 September 2011)

14.1. The school provides free use of the civil engineering works, rooms and library of the school and the teaching and learning, sports, technical and other facilities of the school in accordance with the provisions of § 389 – § 395 of the Law of Obligations Act.

14.2. The school provides free use of the civil engineering works, rooms and library of the school and the teaching and learning, sports, technical and other facilities under a contract. The contract may be oral or in writing as agreed between the parties. In the contract, the school is represented by the Head of School.

15. Conditions of and procedure for use of textbooks, workbooks, exercise books and

worksheets, and return of textbooks to the school (entry into force on 1 September 2011)

15.1. Pursuant to § 20 (1) of the Basic Schools and Upper Secondary Schools Act, the school allows students acquiring basic education to freely use the textbooks, workbooks, exercise books and worksheets required for completion of at least the school curriculum and allow students acquiring general secondary education to freely use textbooks required for completion of at least the school curriculum.

15.2. The procedure for enabling free use of textbooks, exercise books and workbooks does not apply to the IB programme and to the students in preparatory classes.

15.2.1. The IB students shall purchase the textbooks, exercise books and additional materials necessary for completion of their curriculum in accordance with the list issued by the school.

15.3. The basic school students of forms 1 – 4 shall receive textbooks, exercise books and additional materials for free use from their homeroom teachers in cooperation with the library staff during the first week of September.

15.4. The basic school students of forms 5 – 9 and the upper secondary school G1 – G3 students shall receive textbooks for free use which shall be handed out from the library during the last week of August and first week of September.

15.5. The students shall confirm receipt of textbooks by their signature.

15.6. The students shall review the received textbooks and give notice of any defects (soiled, missing pages, etc.) to the library within two weeks after receipt of the textbook. The textbooks can be replaced during the same period.

15.7. The form (year), academic year and name of the student shall be written in the designated place in the textbooks. The textbooks shall be covered with paper or plastic covers.

15.8. The textbooks received from the teachers shall be returned to the library by the due date via the teacher; the textbooks received directly from the library shall be returned to the library.

15.9. The teachers shall ensure that the textbooks returned via them are tidy, repaired and all the spoilt and lost textbooks are replaced.

15.10. The due dates for the issue and return of the textbooks are published on the school website. Compliance with the due dates is mandatory.

15.11. The basic school students of forms 1 – 9 shall receive exercise books, workbooks, worksheets and other study materials in accordance with the school curriculum free of charge and are not required to return them to the school. The students shall be responsible for preserving the study materials that are meant to be used during several academic years (e.g. contour maps), and the school shall not replace them. The students of form 1 do not need to return the ABC-book.

15.12. The upper secondary school students shall purchase the exercise books and additional materials necessary for completion of the curriculum. The students shall order the language learning materials on their own in accordance with the list issued by the school. Other exercise books and additional materials shall be handed out to the students in September, and the respective amount corresponding to the information submitted by the library shall be

transferred to the relevant account in Krediidipank.

15.13. The school shall provide the subject teachers with one free package of study materials (textbook, exercise book, worksheets, teacher's book, cassette, CD, tests, etc in accordance with the package). Where possible, the teachers will be able to borrow an additional textbook for the academic year.

15.14. The subject teachers shall be responsible for preserving and returning the textbooks borrowed for the class to be used in subject classes. These textbooks shall not be given to the students to take home.

15.15. The teachers or employees whose employment relationship with the school has ended and the students excluded from the list of students shall return the materials borrowed from the library before leaving.

15.16. Any lost or spoilt materials (books, textbooks, exercise books, etc.) shall be replaced with the same materials, or upon agreement with the librarian, with other similar materials. In exceptional cases (single originals, highly valuable materials), payment of 10-times market price may be demanded. The damage caused by a student shall be compensated by the parents.

Annex 1: Dress code of the students and employees of Tallinn English College

1. Everyday dress code

Everyday clothing shall be classic and tidy (covering the body, non-distracting, no headwear indoors):

- Classic cut trousers (including jeans);
- Skirt or dress, classic cut trousers (including jeans);
- Collared shirt, blouse or tidy T-shirt/ polo (single-colour, without printed text and images);
- Jumper (no hood), cardigan, vest or jacket;
- Indoor shoes;
- Basic school students (forms 1 – 6) shall wear an element of the school uniform during the entire school day;
- Basic school students (forms 7 – 9) and upper secondary school students (G1 – G3) are recommended to wear an element of the school uniform every day.

2. Formal dress

Formal dress is required at festive assemblies and at agreed school events.

- Formal dress shall be tidy, and where possible, with an element of the school symbols;
- Recommendable suit or tailored trousers, white or single colour shirt;
- Recommendable skirt, suit or dress and festive blouse;
- Shows shall be work at festive occasions (festive assembly, concert, etc.);
- Student caps are worn at festive occasions and representation events.

Annex 2: Letter of Recognition [Tallinn English College Teachers' Council 25.02.2021 – entry into force 25.02.2022]

I

Inquirer

We recognize students who develop their natural curiosity, necessary skills for inquiry and scientific projects and are independent students who enjoy and love learning. The recognition award is given for excellent work in completing Personal projects.

II

Knowledgeable

The recognition award is given for excellent academic results in the Middle Years Program (year end grades "6" and "7" and service as action learning outcomes completed in MYP1-5). We are recognizing knowledgeable learners who engage with issues and ideas that have local and global significance.

III

Caring

We are recognizing students who show empathy, compassion, and respect. They have a personal commitment to service, and they act to make a positive difference to the lives of others and to the environment. The recognition award is given for a one time positive deed or several deeds with a positive effect that bring good to a community member or to the community as a whole.

IV

Principled

We are recognizing students who act with integrity and honesty and with respect for the dignity and rights of people. Principled students take responsibility for their actions and its consequences. Students who are principled are active and helpful citizens who act against injustice and treat others fairly. They know the law and judicial system, valuing their homeland and the country they live in.