

## King's Academy Varna

### Key School Rules, Policies and Procedures

#### Welcome to King's Academy Varna

Welcome to King's Academy Varna. This handbook has been written for parents and pupils to explain, in a clear and practical way, the main school rules, policies and expectations.

Our aim is for families to understand how the school works, how learning is organised, how we monitor progress, how we support pupils, how we keep children safe, and how we communicate with parents. We believe that good education depends on a strong partnership between the school, pupils and families.

King's Academy Varna aims to create an environment where pupils are encouraged to work seriously, think independently, develop practical skills, build confidence and take responsibility for their own progress. The school places a strong emphasis on English, mathematics, science, technology, academic preparation and personal development.

This handbook does not replace the full **School Rules and Regulations**, the education contract or applicable law. In formal matters, including safeguarding, discipline, complaints, examinations, admissions, data protection or contractual issues, the full School Rules and Regulations, the relevant contract and applicable legislation will apply.

#### School Status and Important Information

King's Academy Varna is an educational project in the process of preparation, licensing by the Bulgarian Ministry of Education and Science, and application to Cambridge International Education. Information about admissions, curriculum pathways, subjects, fees, examination opportunities and school opening arrangements is provided for planning purposes and may be updated according to the administrative and educational approvals received.

The school does not claim or advertise any status, programme, qualification or examination opportunity for which the required permission or approval has not yet been obtained. Parents will be informed clearly and promptly of any significant change affecting admissions, learning pathways, fees, examinations or school organisation.

## **Our Educational Approach**

King's Academy Varna places the pupil at the centre of learning. This means that we expect pupils to work hard and take learning seriously, while also providing structure, support, feedback and guidance.

Our approach is based on several important principles. Pupils should build strong knowledge, but they should also learn how to apply it. They should develop critical thinking, ask questions, analyse information, use evidence and solve problems. At the same time, the school encourages personal responsibility, respect, perseverance and confidence.

Teaching includes clear learning aims, structured lessons, practical tasks, projects, exercises, independent work, group work and regular feedback. Where possible and safe, science and technology learning includes practical activities, observations, experiments and applied tasks.

## **Curriculum Pathways and School Organisation**

King's Academy Varna plans to offer an education that combines the Bulgarian educational framework with an international academic perspective. Specific curriculum pathways, subjects, profiles and examination opportunities will be implemented according to the permissions received, approved curriculum plans and the school's organisational readiness.

Parents will receive clear information about the pathway their child is following, the subjects studied, the language of instruction, the expectations, how progress is assessed and which future study or examination opportunities apply.

The school day will be organised to balance academic learning, breaks, support, independent preparation, practical activities and school routines. Timetables, holidays, parent meetings, internal examinations and key dates will be communicated in advance.

## **Admissions and Enrolment**

The admissions process at King's Academy Varna is designed to help the school and family decide whether the school is suitable for the pupil and whether the pupil can successfully access the chosen learning pathway.

The process may include an initial enquiry, a meeting with parents, a conversation with the pupil, a review of previous school results, an assessment of language and academic level, a review of health or support information, and discussion of the most suitable educational pathway.

Submitting an expression of interest or attending a meeting does not mean automatic enrolment. A place is confirmed only after written confirmation from the school, submission of required documents, completion of admissions conditions, signing of the education contract and payment of applicable fees.

Parents must provide accurate and complete information about previous education, health, special educational needs, language needs, behaviour, attendance and any other circumstances that may affect the pupil's safety, support or learning.

### **Assessment and Feedback**

Assessment at King's Academy Varna is not only about giving marks. It is also used to show what a pupil understands, where there are gaps and how the pupil can improve.

Pupils may be assessed through oral responses, written work, tests, projects, practical tasks, homework, presentations, class participation, internal examinations and other appropriate methods. Assessment is carried out fairly, consistently and in line with clear learning aims.

Parents will receive information about their child's progress through meetings, written reports, electronic systems, conversations with teachers or other school communication channels. Where there are serious gaps, falling results or concerns about progress, the school will contact parents and discuss possible support.

Pupils are encouraged to see feedback as part of learning. Mistakes are not treated only as failure, but as an opportunity to understand what needs to improve.

### **Academic Honesty**

King's Academy Varna expects pupils to work honestly and submit their own work. This means pupils must not copy, present someone else's work as their own, use unauthorised materials during a test or task, or fail to acknowledge sources when required.

The use of artificial intelligence, translation tools, digital assistants or other digital tools is allowed only when permitted by the teacher and when it does not break rules on authorship, confidentiality or honesty.

If academic honesty is breached, the school may require the task to be repeated, refuse to accept the result, inform parents, apply a disciplinary measure or, in the case of external examinations, report the matter according to the rules of the relevant examination organisation.

## **Attendance, Absence and Lateness**

Regular attendance is essential for pupil success. Missed learning can quickly lead to gaps, especially in an academically focused programme and in preparation for internal or external examinations.

Parents must inform the school promptly if a pupil is absent or late. The message should include the reason and expected duration of the absence where possible.

Absences may be authorised or unauthorised depending on the reason, the documentation provided and the applicable rules. Documents explaining absences must be submitted within the deadlines set by the school and relevant regulations.

If a pupil is absent without explanation, the school will try to contact parents on the same school day where practically possible. If the school cannot make contact or has concerns about the pupil's safety, it may take action under the child protection procedure.

Repeated lateness is also monitored. It can affect learning, school routines and pupil safety. In cases of repeated absence or lateness, the school may invite parents to a meeting and agree a plan to improve attendance.

## **Behaviour and School Culture**

King's Academy Varna maintains a calm, respectful and academically focused environment. Pupils are expected to show respect towards classmates, teachers, staff, parents and visitors.

Physical aggression, threats, insults, mocking, bullying, cyberbullying, discriminatory comments, humiliating behaviour, unsafe behaviour, damage to property, theft, cheating and repeated disruption of learning are not accepted.

When a problem occurs, the school will first try to understand the situation, speak with the pupil, give an opportunity to correct behaviour and involve parents where necessary. More serious or repeated incidents may lead to disciplinary action.

Measures may include a conversation, verbal or written warning, informing parents, a behaviour plan, repairing harm caused, restriction from a specific activity, a disciplinary procedure or another measure allowed by law, contract and school rules.

## **Prevention of Bullying and Violence**

The school does not tolerate bullying, violence, humiliation or discrimination. Every pupil has the right to feel safe.

Bullying may be physical, verbal, social, psychological, sexualised, discriminatory or online. Sometimes even a single serious act may be treated as violence or bullying if its effect on the pupil is serious.

When bullying is reported, the school will take steps to protect pupils, listen to those involved, record the case and decide on next actions. Parents will be informed when this is necessary and appropriate.

Where there is evidence of serious risk, a criminal offence, severe violence, sexual violence, self-harm or serious online harm, the school may contact the competent authorities.

## **Pupil Support**

King's Academy Varna recognises that pupils have different strengths, working speeds and needs. Support may be academic, linguistic, social, emotional, organisational or related to health and safety.

General support may include extra explanations, consultations, work on learning gaps, adapted instructions, help with organisation, conversations with the class teacher, teacher guidance and communication with parents.

Where a pupil has more serious or long-term needs, the school may discuss additional support. This may include an individual support plan, meetings with parents, specialist reports, recommendations for external help or other reasonable measures within the school's capacity.

Language needs are not automatically treated as special educational needs. Pupils studying in a language that is not their first language may receive vocabulary support, visual aids, adapted instructions, writing models and progress monitoring.

The school makes reasonable efforts to support inclusion, but it cannot replace medical therapy, constant individual care or specialist services that require external professionals. If a pupil's needs go beyond the school's capacity, this will be discussed openly and responsibly with parents.

## **Child Protection and Safeguarding**

Child protection is a key priority at King's Academy Varna. The school has a responsibility to act when there is concern about a pupil's safety, health, dignity or wellbeing.

All staff must report concerns linked to violence, bullying, neglect, exploitation, abuse, unsafe online communication or any other risk to a child. Staff cannot promise complete secrecy to a pupil if the information suggests a risk to that pupil or another person.

The school appoints a responsible person for child protection. In serious cases, the school may seek assistance from competent authorities, including child protection services, the police, medical services or other institutions.

Information connected with child protection is kept confidential and shared only with those who need to know in order to protect the child and meet legal obligations.

## **Health, First Aid and Medical Information**

Parents must provide accurate and up-to-date medical information about their child. This includes allergies, chronic conditions, medication, medical restrictions, emergency instructions and current contact details.

The school maintains arrangements for first aid in cases of injury, illness or incident. First aid does not replace medical diagnosis or treatment. In cases of serious risk to life or health, the school will seek emergency medical assistance and inform parents as soon as possible.

Medication may be stored or taken at school only under agreed conditions, with written permission and clear medical need, except in an emergency where action is needed to protect life and health.

## **Safety, Fire and Emergency Procedures**

The school maintains rules for safety, evacuation, fire, disasters, accidents, medical emergencies and other emergency situations. Pupils and staff will be informed about the main actions to take in case of risk.

During an evacuation, pupils must follow the instructions of teachers and staff, leave the building calmly and not delay to collect personal belongings. Teachers will check attendance and support pupil safety.

Every pupil, parent, visitor or member of staff should report any danger, fault, incident, fire risk, spill, injury or other event that may affect safety.

### **Laboratory and Practical Safety**

Practical work is an important part of learning, especially in science and technology. It must only take place when planned, safe and supervised by a competent teacher.

Pupils must not use chemicals, glassware, electrical circuits, tools, heat sources, biological materials or other equipment without permission and supervision.

Where required by the activity, pupils must use safety goggles, lab coats, gloves or other protective equipment. Practical work may be stopped immediately if behaviour, equipment or the environment creates a risk.

Hazardous chemicals, laboratory equipment and higher-risk materials are stored securely and are not accessible to pupils without supervision.

### **Examinations and External Assessment**

Internal and external examinations are organised to be fair, secure and equal for all pupils. Pupils must arrive on time, follow instructions, avoid unauthorised materials or devices and not do anything that compromises assessment.

Where the school organises international examinations or external assessments after receiving the relevant approval, the rules of the relevant examination organisation will apply. These may include specific requirements for registration, identity checks, examination rooms, invigilators, secure storage of materials, access arrangements, results, appeals and certificates.

The school will not enter pupils for international examinations, advertise an examination opportunity or use the status of an examination organisation without the required written approval.

### **Online Safety and Technology**

Technology is used to support learning, communication, research, assessment and creative work. It must be used responsibly, safely and legally.

Pupils must protect passwords, avoid sharing accounts, not bypass security systems, not publish harmful content, not bully others online and not share personal data, images, videos or learning materials without permission.

Online behaviour that affects the safety, dignity, reputation or learning environment of the school community may be addressed by the school even if it takes place outside the school building.

## **Data Protection and Confidentiality**

King's Academy Varna processes personal data only for lawful and necessary purposes connected with admissions, learning, safeguarding, health and safety, support, assessment, examinations, communication, contracts and school administration.

Sensitive information, including health information, support needs, behaviour records, family circumstances, safeguarding reports or examination data, is shared only with people who have a professional need to know.

Parents will be informed about the processing of personal data through relevant forms, declarations, contracts or policies. The school also expects parents to respect the confidentiality of other pupils, families and staff.

## **Visitors and Access to the Building**

Access to the school is controlled to protect pupils, personal data, the normal school day and the security of the building.

Parents, guests, suppliers, external specialists and other visitors must enter through the designated entrance, explain the purpose of their visit and follow school instructions. Visitors may only move within authorised areas.

The school may refuse or end a visit if the person has no valid reason to be on site, refuses to follow rules, disrupts the school, or behaves in an aggressive, threatening, discriminatory or inappropriate way.

Parents should not enter classrooms, staff rooms, administrative areas, laboratories, examination rooms or other restricted areas without permission.

## **Educational Visits and Activities Outside School**

Educational visits and activities outside school are organised only when they have a clear educational, cultural, scientific, sporting, careers-related or social purpose.

Before a visit, the school may request parental consent, health information, emergency contacts and other necessary information. The school will consider risk, transport, supervision, accessibility and pupil behaviour.

A pupil's participation may be restricted, adapted or postponed if the school cannot reasonably manage a risk connected with health, safety, behaviour, access or child protection.

## **Communication with Parents**

Good communication between school and parents is important for pupil success. The school will use appropriate channels for messages, meetings, reports, parent conversations, electronic systems or written communication.

Parents must keep telephone numbers, email addresses, home addresses and emergency contact details up to date. Parents should inform the school promptly about changes in health, family situation, authorised collection arrangements or any other important circumstances.

The school expects communication to be respectful and constructive. Aggressive language, threats, insults, pressure on staff, public sharing of confidential information or behaviour that disrupts the work of the school is not accepted.

## **Complaints, Concerns and Reports**

King's Academy Varna encourages parents to raise questions and concerns early so that issues can be resolved calmly and fairly.

For everyday or learning-related matters, parents should normally first contact the class teacher or relevant subject teacher. If the matter is more serious or remains unresolved, parents may contact the Director or the person designated by the school.

Complaints are considered objectively, confidentially and within a reasonable time. If a complaint contains information about risk to a child, discrimination, breach of law, health risk, examination irregularity or misuse of personal data, it will also be referred to the relevant special procedure.

The school does not allow negative treatment of anyone who raises a concern in good faith. Deliberately false or malicious reports may be treated as a breach of school rules.

## **Fees, Contracts and Payments**

Fees, payment deadlines, deposits, discounts, refunds, additional costs and consequences of non-payment are set out in the education contract, fee information and applicable school rules.

Parents should clearly distinguish between an expression of interest, an application, a conditional offer, a reserved place, final enrolment and the actual provision of an educational service.

Where a learning pathway, qualification, examination opportunity or school year depends on permission, approval, minimum pupil numbers, staffing or facilities, this will be clearly stated before a binding commitment is made.

## **Property and Learning Environment**

Pupils, staff and visitors must look after the building, furniture, equipment, books, technology, laboratory resources and all school materials.

Damage, loss, misuse or unauthorised removal of school property may lead to repair or replacement costs, disciplinary action or other consequences under the contract, school rules and law.

The school aims to maintain a learning environment that is clean, safe, orderly, calm and suitable for study.

## **The Role of Parents in the School Community**

Parents are an important part of the school community. The school expects parents to support regular attendance, preparation, behaviour, health, safety and progress.

Good support at home includes punctuality, enough sleep, study routines, responsible use of technology, respect for teachers and willingness to cooperate when difficulties arise.

When the school and parents work together, pupils receive clearer messages, stronger support and a better chance of success.

## **Conclusion**

This handbook presents the main rules and policies of King's Academy Varna in accessible language for parents and pupils. Its purpose is to create clarity, trust and shared understanding about how the school works.

King's Academy Varna believes that strong education is built through clear expectations, good organisation, a safe environment, high-quality teaching, regular feedback and partnership with families.

For questions, parents may contact the school through the established communication channels. In formal matters, the full School Rules and Regulations, the education contract, internal procedures and applicable legislation will apply.