

Based on Article 109 of the *the Law on education in Primary and Secondary schools in Canton Sarajevo* ("Official Gazette of the Sarajevo Canton" no. 27/2024) and Article 124 of the Rules of Private Primary School "Bloom" Sarajevo, Maëlys Isabelle de Rudder, the Director, hereby approves the following rules for the academic year 2026/2027:

HOUSE RULES

Private Primary School "Bloom" Sarajevo

Article 1

The House Rules of Private Primary School "Bloom" Sarajevo (referred to as POŠ "Bloom" in this document) cover the following issues:

- Marking school rooms and facilities
- Opening hours, drop-off and pick-up of students
- Access to facilities
- Data protection and privacy
- Outside play and playground rules
- Annual school calendar and school holidays
- Educational Model
- Bloom Earth Programme
- Parent Observation
- Attendance
- Absence from school
- Birthdays
- Student Photo Use Policy and Agreement
- Clothes and personal items
- School Supplies
- Health and Food
- Field trips
- Informing parents
- The use of rooms and equipment
- Safety and emergency situations
- Closing and securing the school premises
- Lost and found
- Theft
- School property
- Advertisement and sale of products
- Equal opportunities
- Surveys
- Final provisions

Article 2

The following items apply to students and their parents, their legal guardians, teachers, professional associates, officials and other employees of the school, as well as to people who come to the school for any other reason.

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Article 3

MARKING SCHOOL ROOMS AND FACILITIES

The entrance, floors and rooms of the school will be marked according to technical requirements.

On a plaque in the entrance hall is the name of the school.

Each floor of the building is marked with a plaque (e.g. MEZANIN, I FLOOR etc.)

School rooms are marked with Arabic numerals and with a plaque holding the room's name, the name of the employees who work in the room and if necessary their function.

Inside the school, boards are put up to post announcements to students and teachers, such as class schedules, break schedules, etc.

Article 4

OPENING HOURS, DROP-OFF AND PICK-UP OF STUDENTS

Opening hours

POŠ "Bloom" is open between 8:00 a.m. and 4:15 p.m., Monday through Friday.

Drop-off

The school gate and main entrance open at 8:00 a.m. on work days. They may be opened when needed on non-working days.

Classes start at 8:20 a.m. and finish at 3:45 p.m.

Students are expected to be in their classroom on time.

To protect the student's Montessori work cycle and for security purposes, the gates to "Bloom" are locked at 9:00 a.m. and students who do not arrive on time are not permitted to enter the school. The gate remains closed throughout operating hours with the exception of pick-up time. For this reason, students must be dropped off and picked up within the scheduled period.

At drop-off time, parents can accompany a new student into the cloakroom. All students must change their shoes before entering their classroom. Parents are also welcome to accompany a new student to the classroom themselves, during the first few days in order to support a healthy and easy separation and encourage acceptance of the new environment. In order to ensure a smooth separation, goodbyes must be said at the classroom doors.

Students arriving by bus are walked to the school by the bus driver and welcomed by their teachers.

Pick-Up

Students must be picked up between 3:45 and 4:15 p.m.

Students are not allowed on the school premises after 4:15 p.m. The school is not responsible for the students after 4:15 p.m. This includes in particular parent-teacher meetings. We kindly ask you to make personal arrangements in order for you to be free to attend these meetings without your children. The school premises are not safe when the normal daily organization is not running.

No child/student is allowed on the school premises after pick up time, unless they are under the supervision and full responsibility of a parent/legal guardian. In this case the child/students are expected to respect the school rules, premises and to not cause any disturbance to ongoing activities and meetings.

A teacher from each classroom will bring the students to the entrance at pick up time. Parents should wait for students outside the entrance door. The teacher at the entrance door will let the students out one at a time as parents present themselves.

Students leaving by bus are handed over to the bus driver at the classroom door.

Punctuality and interaction with teachers during drop-off and pick-up times

Parents must be punctual. They must inform POŠ "Bloom" in advance of any possible problem or situation, which may bring them to be late.

Parents must try not to engage teachers in long conversation at drop-off. The teacher's energy will be focused on welcoming students and helping them settle into the daily routine. If parents have concerns that need to be discussed with teachers, a meeting will gladly be scheduled.

Parental authorisation for drop-off and pick-up

For each student being dropped off or picked up by someone other than his/her parent or legal guardian, parents must give special authorisation in the Enrolment/Re-enrolment Form. Each time a student leaves with one of these authorised people, parents/legal guardians must contact the office to inform the school in writing.

Article 5

ACCESS TO FACILITIES

The school is to be entered only at the place specifically determined and marked for that purpose.

One can enter the school through the ground floor main entrance intended for students of POŠ "Bloom".

Opening and closing the school gates and entrance doors of the building is the responsibility of the employee on duty.

All permanent employees have their own set of keys to the school's main gate and entrance doors (according to their needs) and are expected to behave responsibly with regards to keeping the premises safe and protected for all students.

Article 6

DATA PROTECTION AND PRIVACY

The Law on Protection of Personal Data prohibits POŠ "Bloom" from disclosing any personal data collected from the User of services to any third party, except in cases prescribed by the Law.

For instance, according to the Law on Primary School Education, POŠ "Bloom" must transfer students' personal data to the Ministry of Education of Canton Sarajevo (referred to as the Ministry in the rest of the document) and/or Educational Pedagogical Institute in the cases prescribed by law.

The school is also obliged to send a detailed list of foreign students to the Office for foreigners.

The school cannot provide parents with the contact details of other families (phone number, email address, address, etc.).

Article 7

Access to POŠ "Bloom" is restricted to students enrolled, their parents/legal guardians, members of staff, certain experts and occasional authorised visitors. Visits must be scheduled in advance and must respect school organisation and routines. Teachers may not be disturbed during school hours.

Television and radio professionals, professional mentors, humanitarian organisations, cultural and sports activists, as well as any other person and/or external organisation, are not allowed to perform any type of activity in the school premises without the previous permission of the school Director.

The person that they are meeting or the School office manager/Administration coordinator will greet the visitor at the main entrance of the school. They may be required to provide a personal ID card at the time of entering the school facilities and will receive a short presentation of the rules of our environment.

Parents, employees and any other individual present within POŠ "Bloom" must carefully protect the peace and tranquillity of students.

Article 8

Students, teachers and other school employees may not come to school with objects that are not in some way connected to the general educational work carried out at POŠ "Bloom" or to the specific tasks that have been assigned to them.

"Bloom" property may be brought in and out of the school premises provided a written approval has been given by the authorized person to do so.

Students are not allowed to keep their phones with them during the school day. Phones

that come to school will be kept in the school office and handed back to the student at the end of the school day.

Article 9

OUTSIDE PLAY AND PLAYGROUND RULES

Outside play

As part of daily school activities, students play outside.

The weather in Sarajevo can change drastically from one moment to another. Therefore, on the same day, some classes will be able to go out and others may have to stay inside.

Wet weather conditions do not automatically preclude outside play. But teachers in each class ultimately decide when weather conditions are appropriate for going outside.

When the competent authorities publicly announce pollution levels/weather conditions that are severe enough to make playing outside unhealthy, the school management will make the necessary adjustments. (see Bloom Air Quality Guide)

Parents are expected to provide students with appropriate clothing for playing outside, according to the season and weather forecast.

Teachers usually take their breaks - in turns - when students are playing outside, so no teacher is available to stay behind in the classroom with a student or group of students who would not be going out that day.

Should parents not want the student to play outside, the student must be kept at home.

Should parents bring to school a student without appropriate clothing, the management will have to send the student home since this may jeopardize outside play for the whole classroom.

It is mandatory to comply with the provisions of the Outdoor guidelines.

Playground rules

Playground rules have been put up in the classrooms, hallways and cloakroom to remind students how they are expected to behave in the playground.

The rules include:

- Be safe - Keep your feet on the ground & look around carefully when playing or running
- Be careful of other students around you
- Take care of the garden, trees, plants and equipment
- Be assertive - Talk to a teacher when you are scared, hurt or upset

Looking after the school playground and green areas is the responsibility of the

handyman. Bloom Earth Programme team coordinates the landscaping efforts inside and outside the school grounds. However, students are expected to participate in the care of their school outside environment and teachers are involved in these activities according to the Bloom Earth Programme timetable.

Article 10

ANNUAL SCHOOL CALENDAR AND SCHOOL HOLIDAYS

Academic year

The school year takes place between September 1 of the year in progress and August 31 of the following year.

Annual school calendar

The academic year is organised around main dates that are provided by the Ministry in charge of an annual calendar that is published at least 10 days before the new academic year starts.

At POŠ "Bloom" we adapt this calendar every year with the approval of the Ministry of Education to match international school breaks (autumn, winter and spring breaks).

POŠ "Bloom" may sometimes offer further services to families, namely services of day care during part of the summer break. This service depends on the availability of properly trained staff and the number of families interested.

A detailed calendar is provided to parents on the Transparent classroom application.

School Day is celebrated on April 22.

Article 11

EDUCATIONAL MODEL

Curriculum

The primary school program serves students ages 5y9m to 15. The Montessori Philosophy and Method are used to teach the local curriculum in English and in an integrated manner with an emphasis on extended individual or group projects and research.

New teaching subjects are introduced from the 5th grade.

Students continue to develop cognitively, physically and emotionally with sensitivity for social, moral and spiritual growth. They gain social awareness through regular outings that enrich their understanding of the world surrounding them, as well as their position in the society.

Language

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Longstanding research has established that children can easily absorb more than one language spoken to them regularly, and are most competent to do so in early years. The acquisition of additional languages enhances their cognitive competences with a lifelong effect.

At POŠ "Bloom", all subjects are taught in English, which is also the first language of all students.

Bosnian/Croatian/Serbian is taught at the level of a mother tongue to native speakers and at the level of a first foreign language to other students starting in the first grade of primary school. We also introduce a second foreign language in the first grade of primary school; parents can choose between French or German. The Montessori approach enables us to adjust learning to the level of each child that joins our school.

Models of behaviour

Inside the school, adults and students are expected to:

- Embrace the values of the school
- Wear appropriate clothes (comfortable, modest, clean etc.),
- Model a peaceful and respectful behaviour (i.e.: use a quiet voice, polite language and gentle manners etc.)
- Show respect to all people they interact with
- Use wisely, care for and respect their environment (the educational material, the furniture, the walls, the windows, the facade and any other school property)
- Take responsibility for their acts and namely for any pain they may cause to another person or damage they may cause to another person's belongings or to the school property
- Report missing students to the teacher and/or administration office
- Collect any lost item and hand it over to the administration office
- Become acquainted with the policies and rules of the school that apply to them

Article 12

Bloom Earth Programme

The "Bloom Earth Programme" is not a separate subject within our curriculum. Nor is it a separate project. When we use the term "Bloom Earth Programme" at Bloom we are referring to a philosophy and a programme that are woven into our curriculum and everyday routine whereby our students are constantly engaged in experiential learning that builds their connection with Earth.

At Bloom we believe that cultivating a strong awareness of and relationship with nature supports the holistic development of the human being. Our desire is to nurture our student's intrinsic reverence for life and thus allow each individual to find identity, meaning and purpose through a deeper understanding and respect for its environment. We believe that this creates the space for spiritual values such as compassion and peace to develop properly.

Students and all staff (this is a very important part of our programme) are engaged in stewardship of the land around the school through land cultivation and forest management.

Activities are integrated into a multidisciplinary approach to understanding the natural environment. Integrating the prescribed learning outcomes with Earth learning gives students opportunities to investigate relationships linking individuals, societies and natural surroundings.

Students from every age learn from hands on experience about the art of garden cultivation and management, the practice of farming, including the cultivation of the soil for the growing of crops. This allows the child to witness first-hand the workings of Mother Nature and the amazing process of life, creation and destruction.

They are also introduced to the science of planting, managing and caring for forests. Landscaping projects teach them about preserving nature, conserving natural resources, creating secure environments, creating purposeful environments, creating comfortable environments, understanding the limitations of a lot, achieving outdoor function, preserving the natural feel, creating coherence with nature and man-made elements, creating an environment that is visually appealing and aesthetic. These projects also offer the students many opportunities to work with wood and other material; repairing and building elements that will support the environment in various capacity.

Values:

1) Truthfulness: observe (using all the senses), test, reflect and learn together by searching for truth. Understand processes and changes in life and nature.

2) Respect all of creation including the mineral, plant and animal kingdoms and Humans. Respect teachers, students, all materials including tools and manmade craftwork and construction.

3) Cooperation in the spirit of unity in diversity. Every activity and piece of work accomplished is valuable. Work done by each of us contributes to advancing the process of transformation and sustainable production.

Rules:

Moving about and working in the natural environment outside the school fence is allowed only if a qualified teacher/person is present. Walking should respect the designated paths.

Garden boxes near the school are numbered and will be allocated to designated teachers from each educational group.

Tools should be brought back where they belong and cleaned after use as well as maintained in a good state.

Children entering the Bloom Earth Programme environment should wear appropriate clothes and footwear, such as boots, long trousers and weather appropriate cover (hats in summers, winter gear etc.)

Specific Bloom Earth Programme work-cycles are created with a classroom teacher in charge, respecting the schedule of each educational group.

Keys to the shed and to the garden gate are provided to teacher coordinators. Planning is made in coordination with Bloom Earth Programme teaching staff and all other personnel recruited to participate in or lead the Bloom Earth Programme.

It is vital to comprehend that these hands on experiences are not to be understood as separate from the official curriculum of the school. Rather, they are opportunities for teachers to connect the subjects within the curriculum and offer students a concrete experience of abstract concepts. Teaching staff is trained to use the Bloom Earth Programme activities and set-up in order to bring knowledge alive.

Indeed, instead of learning a concept by heart or understanding a concept purely in its abstract form, a student will engage with this concept through a real-life experience and learn how to transfer this experience into a concept. The student will then be encouraged to put this newly acquired knowledge into action in everyday activities thereby showing that the concept has been understood. Not only does this reinforce the student's knowledge foundation for future learning but it also leads to the development of new skills and competences.

With age and experience, students increase their level of independence, skill, and understanding on all of these topics, including sustainable food production, healthy food and nutrition, and natural movement. Students also understand how to use their academic knowledge in everyday life, and their practical knowledge to support their academic learning. These experiences support the development of their concentration, their observations skills, their ability to persevere and be patient and most of all their capacity for sustained effort with a spirit of service. This in turn helps develop their sense of social responsibility and a greater feeling of connection to others.

Our ultimate goal is to offer an exceptional environment in which the individuals of our community can experience a unique process of self-discovery through active engagement with the Earth and each other. This in turn will assist them in developing their full human potential and in becoming creative contributing members of society, with respect for the environment, others and themselves.

Parents must understand that despite using protective equipment and undertaking all possible security measures, there are always risks inherent to Bloom Earth Programme related activities. Therefore, as part of the Enrolment/Re-enrolment form, parents must agree to a release of liability and assumption of risk regarding the participation of their child in those activities.

If you do not consent to your child's participation in the Bloom Earth Programme project, please note that this means that with respect to this student – your child, the curriculum will not be implemented in its entirety.

In such case, while Bloom Earth Programme project activities are being carried out, your child will remain in the classroom together with other students and carry on with classroom activities.

In order for your child to participate in Bloom Earth Programme a statement must be signed. It is part of the enrolment/re-enrolment form available to parents through the Transparent Classroom application.

Article 13

PARENT OBSERVATION

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Bloom curriculum is an integrated curriculum. Most work takes place at school, with little to no homework. Children don't have a textbook per subject that takes them through the whole school year. For this reason, parents may feel they lack visibility on what their children are doing at school and may feel disempowered with regards to their child's learning.

For this reason, we ask all parents to schedule at least one appointment to observe their child's classroom.

How/When?

* We ask that you schedule observations in advance at least 24 hours. This allows us to prepare the students for a visitor and to prepare ourselves mentally. It is a bit stressful when someone is watching what we are doing. This is true of students and adults alike.

* We also ask that the observation is made during the morning.

* When you arrive for your observation, please announce yourself to the office. You will be able to leave your personal belongings there and change into a pair of indoor shoes.

Ahead of the observation, please find the parent classroom observation checklist in the policies section on Transparent classroom, which we kindly ask you to read thoroughly beforehand.

In this checklist are Guidelines we ask all observers to follow.

When parents enter the classroom, we kindly ask them do so quietly. If the teacher is not actively engaged with the students, they may find themselves being introduced. If the teacher is busy, parents should sit and wait for the teacher to speak to them. If possible, the teacher may give the parents a tour of the classroom and briefly explain the nature and purpose of the materials.

Even if the students come up to the parents, the latter should try not to engage them in conversation. A polite "Hello" and a direct response are sufficient. Montessori students realise and understand that observers come to watch them work. Also, the students and the teachers are used to practicing a quiet voice at school.

If parents have questions or concerns while observing, they should write them down. The teacher is often unable to take time away from their classroom duties during the course of an observation. The teacher or coordinator will be glad to answer these questions either in person later, or by email.

Parents who wish to come and observe a class should first check with the coordinator to set up an acceptable time according to the student work cycle/class schedule.

The duration of the observation is up to 30 minutes.

Article 14

ATTENDANCE

Primary school students are required by law to attend classes regularly.

The weekly schedule will be posted on Transparent classroom at the beginning of the academic year.

Article 15

ABSENCE FROM SCHOOL

Each time a student is absent from school, for a reason other than sickness, the parent/legal guardian must justify their absence in writing to the school administration as soon as possible. The administration will then inform the teachers in the classroom.

In case a student is absent, the parent/legal guardian must, before the planned absence, send a request to:

1. the coordinator/the main class teacher if the student is absent up to three days;
2. the Director of the school if the student is absent up to seven days;
3. The Teacher's council if the student is absent up to fifteen days.

Article 16

BIRTHDAYS

At the request of parents, POŠ "Bloom" will prepare a cake for each student on his/her birthday.

We understand that some parents may want to spend some special time with their student on their birthday. However, protecting the student's work cycle and routine is an important part of our philosophy and we have many birthdays to celebrate. Therefore, we are unfortunately unable to welcome parents and relatives who would like to attend the celebration and the cake will only be served to students.

For security reasons, we also do not put candles on the birthday cakes.

Article 17

PHOTO AND IMAGE USE POLICY

Scope and definitions

The purpose of this policy is to set out general rules about the capture and distribution of images and photographs of students and to give staff and parents guidelines on the subject. It applies to activities on school premises or as part of off-site events or trips.

"Image capture", "photography" and "videoing" refer to any kind of image capture, still or moving, obtained by any photographic device including still image cameras, video cameras, webcams and photographic enabled mobile telephones, and any other type of image capture device not specified here, whether digital or not, using technology existent at this time or in the future. The storage of such images includes film negative, film positive (e.g. transparencies and slides, movies, etc.), photographic paper, digital

media, magnetic tape and any other kind of storage method able to be used for the storage of images, still or moving, available now or in the future.

This relatively short policy is part of our strategy for safeguarding children within our care.

General principles for staff

Every reasonable effort must be made to minimise risk of inappropriate capture and distribution of photos and images. This includes:

- securing parental consent for the use of images of their children
- ensuring that students and staff are appropriately dressed
- ensuring that student's names are not used alongside images in publically-available material
- storing images securely and accessible only by those authorised to do so
- storing images securely (whether physical or digital) with appropriate access controls
- ensuring staff are appropriately informed about this policy.

Safeguarding

There may be a risk to the welfare of students when individual students can be identified in photographs. For that reason, we have developed this policy to make every effort to minimise risk.

Data Protection Act

Photographs and video images of students and staff are classed as personal data under The Law on Protection of Personal Data ('Official Gazette of BiH', no. 49/06, 76/11 and 89/11) and other applicable provisions. Therefore, using such images for school publicity purposes requires the consent of either the individual concerned or in the case of students, their legal guardians. In line with the Data Protection Law, everyone responsible for using data has to follow strict rules called **"Principles of Personal Data Processing"**. They must make sure to:

- process personal data fairly and lawfully,
- process personal data collected for special, explicit and lawful purposes in no manner contrary to the specified purpose,
- process personal data only to the extent and scope necessary for the fulfilment of the specified purpose,
- process only authentic and accurate personal data, and update such data when necessary,
- erase or correct personal data which are incorrect and incomplete, given the purpose for which the data are collected or further processed,
- process personal data only within the period of time necessary for the fulfilment of the purpose of their processing,
- keep personal data in a form that allows identification of the data subject no longer than it is necessary for the purpose for which the data is collected or further processed,
- ensure that personal data that were obtained for various purposes are not combined or merged.

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Photography and image capture in school

Images of students may be captured as part of the educational process. Recordings of students for school purposes will only ever be taken using official school equipment or by a designated external professional. Staff must not take or transmit any recording of pupils on any personal device. Staff should also be aware that taking photographs of colleagues using personal devices should only happen with the permission of that member of staff.

Images of students or staff must not be displayed on websites, in publications or in a public place without specific consent. The definition of a public place includes areas where visitors to the school have access. Where photographs are taken at an event attended by large crowds, this is regarded as a public area so it is not necessary to get consent of everyone in a crowd shot.

On occasions, commercial video films may be made of students on educational visits and performing in school productions.

Parents' media consent, implies that parents agree that third parties may make recordings of their child in connection with the production of school documentaries or other projects, and that materials already made may be used for the final result. Furthermore, this consent is understood to have been granted to third parties with exclusive commercial and non-commercial rights of assignment to third parties, for the use of the images or part of them for screening and/or promotional purposes in all means of communication, including on paper and online, web applications, newspapers and magazines, theatres, crowd funding campaigns, video on demand and social networks known and to be known.

The school will inform parents where arrangements have been made for Implementation of projects involving third party participation, in which case parents may withdraw their media consent in writing.

Photography and image capture by parents

As a general rule no parent or visitor is permitted to use a camera (including a mobile phone's camera facility) whilst on school premises.

Exceptions to this rule are therefore made for some¹ specific events such as plays, recitals, concerts, sporting events, open days or other promotional events. We strongly advise parents against the publication of any such photographs on the internet (e.g. on social media), and we will request parents to remove any such material if we deem it illegal, harmful or inappropriate in any way.

Where appropriate, our policy regarding this matter should be explained clearly to parents by a member of staff before difficult situations arise.

Publicity

Schools need and welcome publicity. Student's photographs add colour, life and interest to articles promoting school activities and initiatives. Making use of photographs for publicity materials and to promote the school in the press can increase pupil motivation

¹ We reserve the right to prohibit the use of cameras for some events if deemed inappropriate by staff.

and staff morale, and help parents and the local community identify and celebrate the school's achievements. However, photographs must be used in a responsible way. Schools need to respect student's and parents' rights of privacy and be aware of potential child protection issues.

By giving your consent, POŠ "BLOOM" will be able to use all photos and images collected during the educational process and extracurricular activities for promotional purposes, including assigning and sharing the materials mentioned above with our partners and the organizations we work with. Use of these materials may result in the creation of any copyright work, performing and audio-visual work, and by giving your consent, you agree and explicitly give your consent to the use of the materials for educational, documentary, commercial and cultural purposes, which includes, but is not limited to, presenting and exhibiting these acts at festivals and/ or other events.

This consent to the use and/or reproduction of any material is not limited to a particular time or territorial area, so POŠ "BLOOM" will be able to use the above mentioned materials or a part of them without geographical or temporal restrictions.

Therefore, parents/guardians are requested to indicate their preference regarding POŠ "Bloom's" photo and image use at the beginning of each school year.

Consent can only be revoked by written request. POŠ "Bloom" will respect your decision and the material will be removed immediately. Pictures published in printed promotional materials will not be used in future printing. However, POŠ "Bloom" cannot withdraw already distributed materials and material made available to our partners before consent is revoked.

Article 18

CLOTHES AND PERSONAL ITEMS

When coming to school, students must wear neat and practical clothes and footwear that they can easily put on and take off by themselves. Costumes must remain at home, unless specifically encouraged on special days like Dress-up day or Pyjama day etc.

The students are encouraged to bring books to school. Other personal items such as toys, jewellery, electronics and coins must remain at home. Teachers have the right to take any such item they deem inappropriate from the student and to put it away and/or give it back to the parents at pick-up time.

Students are explicitly prohibited from using mobile phones during the school day. Students are expected to hand in their phones in the morning and take them back before leaving. Phones are kept in the boxes in the classroom but POŠ "Bloom" cannot be held accountable for any damage during this time. It is the responsibility of the parents to ensure that the phone has a protective case. If for whatever reason a student is found using a mobile phone, the phone will be confiscated until the next working day. If parents/legal guardians must urgently contact the student, they can contact the school directly.

When teachers believe that the safety and well-being of a child could be at risk, or that school rules may have been broken, "Bloom" reserves the right to inspect the student's personal belongings.

During summer months, parents must provide the student with a hat and sun block to protect them from sunburn. During winter months, students must be appropriately dressed with gloves, hats, scarves and snow pants in order to keep them warm and dry during outdoor play.

POŠ "Bloom" employees are expected to be clean, neat and modest at all times and to avoid clothing that might be considered controversial (too short, too tight, see-through, too much cleavage etc.).

Article 19

SCHOOL SUPPLIES

Classrooms are fully equipped by Bloom with school supplies, original Montessori material as well as other specific didactic material that supports the various areas of the curriculum.

School supply means an item commonly used by a student in a course of study (binders, calculators, cellophane tape, compasses, composition books, crayons, erasers, folders, glue, paste and paste sticks, highlighters, index cards, water bottles, markers, notebooks, loose leaf ruled notebook paper, copy paper, graph paper, tracing paper, manila paper, coloured paper, and construction paper, pencil boxes, pencil sharpener, pencils, pens, protractors, rulers, scissors, etc.).

Traditionally Bloom has organised the purchase of school supplies for its students, which has enabled Bloom to ensure that students benefit from the same quality items, at the best cost possible, therefore ensuring equal treatment. This also avoids silly competition and incidents between children comparing their supplies. The supplies are prepared and labelled, ready for the students on their first day of school.

The price of school supplies is an integral part of the annual tuition fee.

Didactic materials refer to any resource that is designed to aid a student in their learning experience. These tools can help a student improve their knowledge and understanding of the world through manipulation and experience. Many of these were invented by Maria Montessori and are a hallmark of all Montessori classrooms. As a result, they are referred to as **Montessori Didactic materials**. Only four companies in the world manufacture this material according to detailed blueprints provided by the Association Montessori International (AMI).

Article 20

HEALTH AND FOOD

Health

The school's approach to illness can be summarised as follows: the responsibility for containing the spreading of the disease at school lies with the school, the responsibility of ensuring a student is in good health lies with the parents.

Parents/legal guardians must provide the school with a medical certificate (*Ljekarsko uvjerenje*) when enrolling their child in first grade. This certificate must be handed in to

the school administration upon enrolment.

Parents must inform the school in written form when the student is sick and cannot attend school. The school needs to be informed of the nature of the illness, in order to be able to adequately fulfil its reporting obligations, in accordance with BiH legislation.

Students attending school must be in good health. In other words, the student must be able to participate in regular daily activities without need for special care or medication. This includes outdoor play, in accordance with the School Policy.

As a part of the school curriculum, POŠ "Bloom" promotes basic personal hygiene precautions, which are instrumental in preventing disease from spreading.

Parents/legal guardians must keep the student at home when:

- they have a fever – the student may return to school after being fever-free for a full 24 hours without the use of fever reducing medication.
- They are vomiting or has diarrhoea – the student may return to school if there is no stomach problems (vomiting or diarrhoea) for a full 24 hours.
- They have a persistent sore throat – the student may return to school after being seen by a physician for evaluation.
- They have a rash or any other skin disease – the student may return to school " once we receive a medical certificate signed by a paediatric physician.
- They have generalised body aches, fatigue, and appear pale in colour – the student may return to school when rested and feeling stronger.

If the student displays any of these symptoms while at school or displays any other condition worthy of concern (eg. after a fall), *the parents (or the contact person referred to in the Enrolment/Re-enrolment form) will be informed immediately and must pick their child up within an hour. If the student requires urgent medical attention, the school will call the first contact person available (either of both parents and/or people appointed in the Enrolment/Re-enrolment Form (emergency contacts and people who can pick children up)) and the emergency services.* The school staff will provide first aid according to their knowledge and abilities, and enable access to the nearest health institution to the student should the ambulance not do so.

POŠ "Bloom" requires a note written and signed by the family doctor certifying the student can return to school, in case the student is diagnosed with mononucleosis, pneumonia, scarlet fever, tuberculosis, typhus, typhoid fever, Haemophilus influenza type b, Diphtheria, Hepatitis B, measles, meningitis, mumps, Pneumococcal disease, polio, rubella (German measles) and Pertussis (whooping cough).

The school must be informed of any chronic illnesses (including HIV virus) of a student attending school and consequently of any special care/precautions such an illness might require. This information will be treated in full respect of confidentiality. An Individual Health Plan (IHP) will be prepared for this student. One copy will be kept in the School Administration office. Another will be kept in the student's classroom.

Medication and injuries

POŠ "Bloom" staff is not authorised to give any form of medication to students attending school. Medication should be given at home.

If a student's health condition requires medication during classes, parents/legal guardians should:

- file a written request to explain in clear terms what they need and what they expect from POŠ "Bloom".
- submit an official report from the doctor indicating the type of medicine the student must take, the right dose, time and manner to take it.
- fill in one of the following forms - Request for the administration of medicine can be found on the application Transparent Classroom.

Food policy and lunch menus

Bloom kitchen staff is HACCP certified. HACCP is a management system in which food safety is addressed through the analysis and control of biological, chemical and physical hazards from raw material production, procurement and handling, to manufacturing, distribution and consumption of the final product.

Weekly meals for students consist, every day, of a morning snack, lunch and a mid-afternoon snack. All meals comply with dietary and nutritional guidelines, universally approved in all European countries and the USA, and help to educate students about healthy food choices.

Parents should be aware that the day starts with breakfast at home and that the morning snack at school cannot replace it. The well-known vicious circle: poor breakfast-rich snack-poor lunch-rich snack-poor supper is by all means to be avoided.

Please keep in mind that however much a student will eat during the day, they will come home hungry because a school day is long and busy.

The lunch menus are posted every day on our application Transparent Classroom, and parents are invited to check them in order to alternate ingredients for their children's breakfast and supper.

In case of allergy or other specific health condition, parents must provide the school with a medical certificate confirming the allergy or health condition and requesting that the school menu be adapted to support the student's resulting dietary needs.

This request will be reviewed by the school's nutritionist, who will contact parents and propose adjustments to the main menu for this student.

No outside food or beverages are allowed within the school premises.

The cost of the food programme is part of the annual tuition fee.

Article 21

FIELD TRIPS

Prior to any POŠ "Bloom" outing, parents will receive an email inviting them to fill in and sign electronically a field trip consent form that they will find on the Transparent classroom application in order to give permission for students to leave the school premises. If this consent is not signed within the required deadline, the student will not be allowed to attend a field trip. Should all teachers be on the trip, parents will then be

asked to keep their child at home.

Article 22

INFORMING PARENTS

Transparent Classroom

Transparent Classroom (referred to as TC in the rest of this document) is an early-education web-based system, specially designed for Montessori schools. It records teachers' routine observations and pictures of their students and offers parents a unique insight into their children's life at school. It also supports the flow of communication between the teachers, the academic management and the administration of the school. This system was introduced at "Bloom" in September 2016 and we are constantly upgrading it.

TC application is designed to give you access to relevant information regarding your child and official school documents. TC application also supports re-enrolment of children at Bloom.

Re-enrolment documents (re-enrolment form, contractual statements and various consent forms) must be filled in on TC, signed electronically and sent directly to the school through the application. It is therefore very important that you follow the instructions you will receive from Bloom TC administrator regarding these processes and not hesitate to contact us directly should you have any doubt or question. The Contract on services of primary school education using the Montessori Philosophy and Method, is the only document that will remain in paper format. It must be printed out in two copies, signed by the parents/legal guardians and submitted to the school administration in person.

Admission to and re-enrolment of students at POŠ "Bloom" is carried out in accordance with the Admission Rules and supported by TC.

Other important statements and consent forms (such as the consent form for field-trip) can be found on TC and should be filled in, signed electronically and submitted through the application.

Parents have a username and password that protects the privacy of their account and their child's profile. They receive updates on their child via email and can respond or comment using the system.

The account ceases to exist the day the student leaves the school. However, parents will still be able to access their child's profile for another 10 days, giving them time to download the pictures they would like to keep.

TC is accessed simultaneously by the school's:

- Teachers, who enter student observations and make plans
- Administrators, who have all records at their fingertips
- Academic management, who reviews, edits and analyses insights
- Parents, who are helped to support the student's learning.

Parent-Teacher Meetings

This document is strictly private, confidential and personal to its recipients and should not be copied, distributed or reproduced in whole or in part, nor passed to any third party.

Parents/legal guardians have the right to regularly seek information and consulting, and to monitor the educational development of the student. Parents with questions or concerns are welcome to arrange a meeting at any time.

Parents must also respond to the invitation from a teacher or school expert to discuss issues regarding the student.

The school organises a first general meeting at the beginning of the school year for parents to meet their children's teachers and be introduced to classroom routines.

Parents will be also invited to have a formal meeting with teachers twice during the school year to discuss the student's interests and progress

Newsletters

Newsletters are sent to parents to share information they may not find on Transparent classroom.

Website and Facebook, Instagram and LinkedIn

"Bloom" regularly posts news and other information on Facebook, Instagram and LinkedIn.

<https://www.facebook.com/bloom.edu.ba/>

https://www.instagram.com/educating_for_wholeness/

<https://www.linkedin.com/company/bloom-educating-for-wholeness/>

For more detailed information on our programme and the facilities, please check our webpage: <http://www.bloom.edu.ba/>

We recommend that parents visit these platforms as often as possible.

Article 23

THE USE OF ROOMS AND EQUIPMENT

Common rooms inside the school building (hall, kitchen, library, etc.) may be only used as prescribed and with respect to the schedule of authorised people.

The playground may be used after school hours by organisations with which the school has concluded a contract.

Other schoolrooms (classrooms, staff rooms, offices, etc.) are to be used according to their function and purpose.

Students, teachers and other school employees must take good care of the rooms and equipment, and use them according to their purpose.

Loudspeakers cannot be used without the approval of the School Director or her Deputy. Their consent is also dependent on the content of the text to be aired.

Employees and students are requested to use supplies, material and equipment sparingly and appropriately.

Employees and students should immediately report to administration, any damage on school assets that they notice.

Students must use their individual lockers for their coats and shoes.

Article 24

SAFETY AND EMERGENCY SITUATIONS

In accordance with the law each member of POŠ "Bloom" staff attends Work safety and Fire protection courses and at the beginning of every academic year participates in a refresher simulation of evacuation in case of fire.

POŠ "Bloom" staff is obliged at any time to apply knowledge and skills as well as to respect procedures adopted during Work safety and Fire protection courses.

POŠ "Bloom" has developed a Fire Protection and Evacuation Policy and Plan as well as a Policy on Safety at Work. Both have been composed and approved by accredited organisations that monitor the fire protection and safety measurements of "Bloom" equipment and organise both the training of our staff and fire tests.

At the beginning of every academic year, each member of POŠ "Bloom" staff also attends a first aid refresher course organised by Stari Grad Red Cross. Therefore, when a student gets injured during school hours, the members of staff are prepared to intervene adequately. If necessary, the school will call the first contact person available (either of both parents and/or people appointed in the Enrolment/Re-enrolment Form (emergency contacts and people who can pick children up)) and the emergency services. This person then takes over.

Article 25

CLOSING AND SECURING THE SCHOOL PREMISES

Employees in charge of cleaning the school premises finish work after school hours, and are responsible for closing the school.

Before leaving the premises, they must check that the windows are closed, the lights are turned off and that all doors in various premises are closed.

They are then responsible for setting the alarm system on, locking all school entrances as well as the main school gate.

Article 26

LOST AND FOUND

Items lost and found in classrooms, common facilities and offices are taken to the lost and found corner, where their owner can retrieve them.

This corner is cleaned every month. Any item that has not found its lawful owner by the

end of each semester will be given to an orphanage or an NGO or other similar institution or organisation,

Article 27

THEFT

Stealing is a particularly serious act and as such will not be tolerated.

If theft can be established and the person responsible be identified with certainty, whether it is a member of staff, a visitor, a parent or a student, they will first and foremost be asked to return the stolen object. Further consequences will be applied according to the following cases:

- For a member of staff: theft is a case of gross misconduct that is considered a severe violation of work duties, implying termination of Employment Contract without obligation of complying with termination notice by "Bloom" as Employer;
- For the student: POŠ "Bloom" will adapt the consequences to the age and emotional development of the student. It is the Director's prerogative together with the school pedagogue and psychologist, if necessary, to decide on how to address the situation (determining legal consequences for this act: community service, expulsion, etc.). In any case, parents will be invited for a meeting at school.
- For a family member, parent, caretaker or any other visitor, this person loses the right to access POŠ "Bloom" facilities.

Article 28

SCHOOL PROPERTY

If confidential material, stamps, seals, cash register key, etc. are found unsecured, it is necessary to undertake measures to secure them immediately by locking them up or putting them away in the appropriate place until the beginning of the next work day.

The school Director must be informed that these items were found lying around in an inappropriate manner.

If parents find Montessori material or any other object that belongs to the school in a student's possession, they are kindly asked to bring it back to school the next day and encourage the student not to take any school material out of school.

All students will bear the negative consequences of incomplete or damaged educational material.

When the responsibility of a student or group of students has been clearly established by a member of staff:

- Students, who write/draw/paint on school walls, will be asked to clean or repaint the walls if necessary.
- Parents/legal guardians of the students, who damage or destroy educational material/school property, will be expected to repair, replace or reimburse the damaged/destroyed item.

Article 29

ADVERTISEMENT AND SALE OF PRODUCTS

Any form of advertising and sale of products that do not respect the ethical principles and goals of educational work at "Bloom" is strictly prohibited within the school premises.

Article 30

EQUAL OPPORTUNITIES

Bloom is totally committed to avoiding all forms of discrimination. This applies to all pupils, parents and staff members and includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability (including HIV status); learning ability, other special educational needs or academic or sporting ability; race (including colour, nationality, ethnicity, family, cultural or linguistic background); marital status and civil partnership; sex; sexual orientation; trade union membership; part-time and fixed-term working; gender reassignment; pregnancy and maternity. These factors are taken into account in the care of our community members so that care is sensitive to different needs.

We seek to ensure that the individual needs of all our pupils, including those who are disabled or have special education needs are met and pupils are included, valued and supported, and that reasonable adjustments are made for them. We undertake to work with the school community, with parents and with other relevant agencies to ensure that any form of discriminatory behaviour is challenged, treated seriously and action is taken to prevent any repetition.

Each member of "Bloom" (community students, parents and staff), is expected to report any form of discriminatory behaviour to the school pedagogue, psychologist, coordinator, director of operations and school director directly.

Should parents/legal guardians wish to discuss certain issues with a student that is not their child they must request the school to set up a meeting which will include the parents/legal guardians of that student.

Article 31

SURVEYS

POŠ "Bloom" reserves the right to conduct student and staff questionnaires on a variety of topics, without prior authorisation from parents, in order to support the mission of the school and improve the quality of the educational service. The result of these surveys may or may not be communicated to parents.

Article 32

FINAL PROVISIONS

POŠ "Bloom" reserves the right to modify these House Rules at any time. All parties concerned will be informed on time.

These House Rules apply for the academic year 2026/2027 and will be revised and

adjusted if needed for the academic year 2027/2028.

Number: 57-2/26

Sarajevo, 06.02.2026

Private Primary School "Bloom"


Director: Maëlys Isabelle de Rudder



