

odlišná mateřská jazyk



Guide for Parents Palmovka Primary School



Guide for Parents / Palmovka Primary School

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Introduction

Dear Parents and Legal Guardians,

We would like to describe to you briefly and clearly:

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

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

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

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

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

Wishing you a happy life in the Czech Republic.
Palmovka Primary School, Praha 8



How to get to our school

Palmovka Primary School, Palmovka 8, Praha 8
Palmovka 8/468
180 00, Praha 8
Czech Republic



There are several ways of getting to the school. The school is located in Palmovka, a quiet street with ample parking, so you can drop off and pick up your children by car. There are public transport stops close by. Palmovka tram stop (trams 1, 3, 6, 8, 10, 14, 19, 24, 25) and Palmovka metro station (on the B – yellow – line) are about 50 m away.



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How the school year is organised

In the Czech Republic, the school year starts on 1 September and ends on 31 August of the following calendar year (in accordance with the Schools Act). The school year is divided into two periods (semesters): the winter period runs from 1 September to 31 January, and the summer period is from 1 February to 31 August. The school year is broken down into the school term, which lasts for 10 months (until 30 June), and the school holidays – the last two months of the school year (July and August) are the main summer holidays. In the final two weeks of August, there may be some exams, typically resits. The school week is from Monday to Friday. Pupils are required to arrive at school by 7.45 a.m. Lessons at our school start at 8 a.m. There is no school at weekends (Saturday and Sunday), on public holidays, or during school holidays. The headteacher may grant discretionary days off for the whole school.

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

- 28 September (Czech Statehood Day)
- 28 October (Czechoslovakia Foundation Day) – often part of the autumn holidays
- 17 November (Freedom and Democracy Day)
- 24-26 December (Christmas) – part of the school's Christmas holidays
- 1 January (New Year + Day of the Restoration of the Independent Czech State) – part of the school's Christmas holidays
- March or April (Good Friday and Easter Monday) – the dates vary from year to year. The Czech Republic celebrates Catholic – not Orthodox – Easter. The school's Easter holidays also take place at this time
- 1 May (Labour Day)
- 8 May (Victory Day)
- 5-6 July (Day of the Slavonic Sages Cyril and Methodius, followed by Jan Hus Day) – part of the school's summer holidays
- Spring holidays vary from one district to another. The exact dates can be found under Organisation of the School Year at www.zspalmovka.cz/cs/dokumenty/a-18

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

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





An exact timetable of the school's holidays can be found under Organisation of the School Year at www.zspalmovka.cz/cs/dokumenty/a-18.

Our school runs its parent evenings mainly in the form of a “Tripartite”. These meetings are attended by a legal guardian, the form teacher, and the pupil.

Information on parent evenings, trips, open days, minutes, and tripartites can be found on the school website at www.zspalmovka.cz.



Czech education system

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

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

Education is available at the following levels:

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

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

Our catchment nursery school is Sokolovská Nursery School at Sokolovská 182, Praha 8, 180 00.

Grading

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

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



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

Communication with the school

Our website is at www.zspalmovka.cz. We can also be contacted via social media, i.e. Instagram (@zs_palmovka) and Facebook (ZŠ Palmovka). Each teacher has a work email in the form surname@zspalmovka.cz. The platform most used for communication between the school and legal guardians is Bakaláři.

Important contact details

Our school's accredited orientation coordinator is Jaroslava Prokešová. She is also a guidance counsellor, so in addition to helping foreign pupils adapt to a Czech setting, she can help with educational and behavioural problems. You can email her at prokesova@zspalmovka.cz or call her on +420 725 800 227. The school's headteacher is Ivana Vanišová. You can email her at vanisova@zspalmovka.cz. The statutory deputy headteacher is Jarmila Pospíšková (pospiskova@zspalmovka.cz). The deputy headteacher for Level II is Pavel Ježek (jezek@zspalmovka.cz). Our school's remedial teacher is Anna Janoušková (janouskova@zspalmovka.cz).

Other important people

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

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



Our school also has counsellors such as a **school psychologist, a remedial teacher, and a guidance counsellor**. These are also people you can contact for help or advice. They may not know the answer to your query or be able to help you themselves, but they are able to refer you to a member of staff at the school who can provide the support you need. Guidance counsellor and coordinator for foreign nationals: Jaroslava Prokešová (prokesova@zspalmovka.cz, +420 725 800 227). Remedial teacher: Anna Janoušková (janouskova@zspalmovka.cz, 737 166 864)

Other organisations that specialise in issues faced by pupils with a different first language may also be able to help you to communicate with our school.

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

Schools also usually have bulletin boards for parents, where important information is posted. These boards can be found in the school lobby and at reception.

What the school needs, what parents need

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

The language coordinator is Jaroslava Prokešová. The contact details for each form teacher can be found at www.zspalmovka.cz/cs/kontakt/kontakty-na-osoby/a-82.



Rules, rights and responsibilities

School rules

Each school issues its own internal regulations, called school rules (školní řád). They apply not only to pupils and staff, but also to parents and visitors to the school. These rules set out their rights and obligations. Our school rules can be found under School Rules at www.zspalmovka.cz/cs/dokumenty/a-18.

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

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

Other rules

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

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

Responsibilities of children and parents

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



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

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

Other costs include school supplies, which children carry in their satchels (older children tend to have backpacks). Parents need to provide writing implements (pens and pencils), art supplies (paints, brushes, sketch paper, coloured paper, a cover to protect the desk from getting dirty), drawing instruments (rulers, compasses), and exercise books. A list of all the items a pupil will need during the year is given to parents at a parent meeting. At primary schools, pupils do not buy their own textbooks. Instead, these are loaned to them by the school. They are then returned at the end of the school year. In lessons, besides textbooks, exercise books are also used. Pupils write their exercises in these books, which are usually paid for by the parents. We call meetings with parents “parent meetings”.

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

The link to the school canteen is www.zspalmovka.cz/cs/jidelna/a-4. Individual materials, prices, and the necessary information are always given to parents in advance.

Unwritten rules

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

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



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

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

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

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

What is expected of parents?

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

Pupils in year 1 receive a “pupil's record book”. In other years, these are provided only further to a written request. Everyone else communicates via the electronic “record book” – Bakaláři. Record books can be thought of as a notebook in which teachers write grades and information for parents. It is preferable to check these record books on a daily basis. Our school uses remote access to the



Bakaláři online system, where teachers write grades and enter information for parents. The school will arrange for you to have access. You need to check it regularly so that you do not overlook important information. Once you have received your details and password, you can log in to Bakaláři via the school website at <https://zspalmovka.bakalari.cz/login>.

It is also a good idea to provide your child with a notebook they can use to write down what homework they have been given. It is normal for children to be given homework (e.g. to practise what they have learnt, or to prepare a project) or instructions from teachers (e.g. if supplies or other learning resources need to be brought to a lesson). Again, it is advisable to check these homework books daily, especially when your child is younger, so that you can keep an eye on whether they are doing their homework.



What does the school offer pupils and parents?

Open days

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

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

Parent evenings

Parent evenings are a way for teachers, especially the form teacher, to communicate with the parents of pupils. They are sometimes held at nursery schools, but are more typical for primary schools. At our school, parent evenings take place four times a year. The school will inform you of the date of each of these meetings in advance. They may take the form of a group meeting between parents and the form teacher. The form teacher informs the parents about what has already taken place in the school year and what is still to come, and generally assesses the education of pupils in the class. At these group meetings, the form teacher never talks about specific children. In addition to the form teacher, another member of the school's teaching staff may attend class meetings. Parents also have the opportunity to hold short individual meetings with the teacher at a designated place in the school (e.g. a school office). Here, you can discuss your child with the teacher. These individual consultations often follow on from a group meeting. Parent evenings usually take place in the late afternoon or early evening.

Parental involvement in extra-curricular activities

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

Educational events for parents

Some schools prepare educational programmes on certain topics for parents. These are not time-consuming meetings. The topics are chosen according to the needs of the school and the parents. For example: supporting a child's preparation for school in the home environment, encouraging them to



sit properly, practising their writing skills, the issue of behavioural problems during children's spare time, etc. Attendance is encouraged. These programmes are usually free of charge for parents.

School clubs and other special-interest groups

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

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



Frequently asked questions (FAQs)

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

Before a child starts at the school, a teacher, working with the language coordinator, runs a thorough check on the child's language skills. At the same time, close cooperation is established with the family. As soon as the child starts at the school, they will be offered extra-curricular tutoring in the Czech language, headed by the language coordinator.

Parents are given well-rounded information and contact details in case of any problems.

What 6 tips can you give parents to help their child to succeed in the Czech school system?

1. Speak Czech at home.
2. Communicate with the school as much as possible.
3. Encourage the child's leisure activities.
4. Cooperate with the school and trust the teacher.
5. Create an environment conducive to learning well and provide appropriate incentives.
6. Be patient and give the child sufficient time to adapt.

What kind of communication with parents do you prefer? Written? In-person? By telephone?

Each parent has their own preferred method of communication, but most often they will call or send a text message (where they can use a text translator app). Phoning is fast, allows for a quick solution to be reached, and is the most preferred by parents.

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

1. A child will be slightly stressed in the new setting. They find themselves in a community of people speaking a different language, so there is a language barrier.
2. At first, they may lack friends, or be homesick for friends from the school they were at before.
3. The child may be confused because of the new socio-cultural environment.

What role do parents play in relation to the school?

Parents should be fully integrated into the routine school process. Through the language coordinator, they can deal with various difficulties they encounter during the school year. It is only by cooperating and working closely with the school that they can ensure a quality education for their child.

Forms and other documents

Printed forms and other documents are available from each teacher. Please feel free to contact any of them if you need to. Documents are also available at www.zspalmovka.cz/cs/dokumenty/a-18.



Request for Release from School (Žádost o uvolnění z vyučování) – for when a pupil needs to be released from school for a longer period of time (convalescence, holidays during term time). This form must be submitted at least one week before departure.

School Meals Registration Form (Přihláška ke stravování) – for registering a pupil for meals at the school canteen. Parents should take time to learn the system for ordering, cancelling, and paying for lunches. The form must be submitted before the pupil starts at the school.

After-school Care Registration Form (Přihláška do ŠD) – for registering a pupil for the after-school care facility. The parent should be familiar with how the after-school care facility is run and the system in place for children to be picked up by a legal guardian or other authorised person. The form is submitted at the beginning of the school year or when the pupil starts at the school.

GDPR Consent (Souhlas GDPR) – permission for photographs taken at school events to be published on the school website. The form is submitted before the pupil starts at the school.

Infection-free Declaration (Prohlášení o bezinfekčnosti) – to prove that the pupil is free from infection. The form is submitted before the pupil starts at the school.

At our school, parents complete only an initial Application for Admission to Primary Education. If necessary, an Application for Permission to Defer Compulsory Schooling. Consent for an examination at an education psychology counselling centre may also be required. Everything else is electronic – release from lessons, notes excusing pupils, etc.



Useful words and phrases

Vocabulary

My child / my children / family relationships

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

People at school

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

Subjects at school

český jazyk (Czech language)
matematika (mathematics)
cizí jazyk / angličtina / němčina (foreign language / English / German)
dějepis (history)
fyzika (physics)
chemie (chemistry)
prvouka / přírodopis / přírodověda (introduction to humanities and science / natural history / natural science)



vlastivěda (national history and geography)
hudební výchova (music)
mediální výchova (media)
občanská výchova (civic studies)
rodinná výchova (family studies)
tělesná výchova (physical education)
výtvarná výchova (art)

Places in a school

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

Things in a school

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

Other school-related terms

přestávka (break time)
poznámka (note)
pochvala (commendation)
vysvědčení (report card)
doučování (tutoring)
důtka (reprimand)
snížený stupeň z chování (reduced grade for behaviour)
podmínečné vyloučení (suspension)



prázdniny (holidays)
domácí úkol (homework)
příprava na hodinu (preparation for a lesson)
příprava na vyučování (preparation for a class)
omluvenka (parent's note excusing a pupil's absence)
neomluvená hodina (unexcused absence from a lesson)

Phrases

Excusing a pupil

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

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

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

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

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

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

General messages

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

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

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

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

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

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

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

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

Nevíme si rady se zadáním úkolu z českého jazyka zadaného v úterý (úvaha na téma Počasí v Evropě).

Můžete nám, prosím, pomoci úkol vysvětlit?

(We are struggling with the Czech language assignment set on Tuesday (Weather in Europe). Could you please help us to explain this homework?)



Grading

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

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

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

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

Appointments and arrangements

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

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

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

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

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

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

Factual statements

Omlouvám svou dceru / svého syna z důvodu nemoci.

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

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

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

Prosím o zaslání domácích úkolů.

(Please send homework.)

Prosím, potvrďte mi přečtení zprávy.

(Please confirm that you have read the message.)

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

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



Teachers' messages

Částku 200 Kč je nutné uhradit do 5. října.

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

Sraz je v 7.30 před školou.

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

Vyučování dne 15. června začíná / končí v 11.40

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

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

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

Odhlaste si prosím obědy.

(Please cancel your child's lunches.)

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

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

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

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

Prosím o pečlivé zapisování nepřítomnosti žáka do omluvného listu.

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

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

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

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

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

Conclusion

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

It is quite possible that the education system in your home country offered services that we would find unusual and vice versa, or that some of the differences you encounter in our schools are surprising to you. However, every school is able, to a lesser or greater extent, to accommodate the



requirements of legal guardians and pupils, e.g. in relation to food or other specifically cultural differences. Again: come to us, tell us about your needs and we will try to accommodate you.

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

We look forward to meeting you!



Jaroslava Prokešová



Anna Janoušková



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

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

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2022



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