



PRIVATE KINDERGARTEN GLYKA NERA

INTERNAL OPERATING REGULATIONS OF THE KINDERGARTEN

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INTRODUCTION

The Private Kindergarten of Platon Schools was founded in 1969. The internal operating regulations of the Kindergarten are based, on the one hand, on the provisions laid down by the State regarding education and the operation of school units and, on the other hand, on the vision of the founder of Platon Schools, Panagiotis Mich. Papadopoulos; they incorporate accepted pedagogical principles and are adapted to the particular operating conditions of the Schools.

The internal operating regulations were drafted following a relevant recommendation by the Director of the Kindergarten, with the participation of the members of the Teaching Staff Association and representatives of the Board of Directors of the Parents and Guardians Association. They have been approved by the Educational Work Coordinator who has the pedagogical responsibility of our school, as well as by the Director of Primary Education of Eastern Attica.

The Regulations are communicated, at the beginning of the school year, to all parents/guardians and are posted on the school website. A summary version is distributed to all students for their information and constitutes a topic of discussion.

Their faithful observance constitutes the responsibility and obligation of all members of the school community: the Kindergarten Administration, the teachers, the λοιπό scientific and auxiliary staff, the students, and the parents/guardians.

They are updated at regular intervals, through the procedure prescribed by law, so as to incorporate new legislative provisions and respond to changes in the operating conditions of the Schools, as well as to the decisions of their competent collective bodies.

They include terms and rules, allocation of competencies and responsibilities, rights and obligations, for all members of the school community, so that an appropriate pedagogical and teaching climate is formed, facilitating the uninterrupted, methodical, and effective operation of the Schools. At the same time, the difficulties and problems that may arise are addressed by the members of the school community as opportunities for improvement, development, and strengthening of pedagogical, teaching, and other practices.

PHILOSOPHY

The philosophy of Platon Schools is to support students' educational journey from kindergarten age to adolescence, in a safe environment, full of care.

At Platon, we offer education enhanced by new technologies, designed to differentiate according to the distinct learning types of children. Our aim is to cultivate an international perspective and the sense of a global identity, by structuring a national and international educational programme, in a truly bilingual environment that promotes academic freedom, intellectual differentiation, experimentation, and technological achievements.

We aspire to create students who are lifelong researchers, who seek and define themselves, who pursue their dreams and put their values into practice. We build personalities with knowledge, but also empathy, balanced people, free-thinking individuals, democratic citizens, capable of achieving personal success and helping to create a better, more peaceful world.

OPERATING REGULATIONS OF THE PRIVATE KINDERGARTEN OF PLATON SCHOOLS

A. ATTENDANCE RULES

A.1. General Rules

A.1.1. Duration of the school year

The school year of the Kindergarten begins on 1 September and ends on 31 August of the following year. The academic year begins on 1 September and ends on 21 June of the following year. Educational activities begin on 11 September and end on 15 June of the following year, the day on which commemorative keepsakes are awarded to the kindergarten pupils, unless otherwise determined by the State. When 15 June falls on a Saturday or Sunday, educational activities end on the preceding Friday. In all cases, the exact starting dates of classes are announced by the Ministry of Education.

A.1.2. Schedule - Arrival - Departure

The basic schedule of the Kindergarten is 8:30-13:00 every day. The starting and ending time, as well as the duration of the programme, may be modified, following relevant permission from the competent Directorate of Primary Education, in accordance with the provisions of the circulars of the Ministry of Education. Children must have arrived at school by 8:30. Kindly ensure that the arrival and departure times of the children are observed. Any delay beyond the set schedule disrupts the smooth operation of the school.

A.1.3. Holidays

The Kindergarten of Platon Schools operates five days a week (Monday - Friday), on all working days of the school year.

Kindergartens do not operate during the official public holidays, and specifically:

- o Saturdays and Sundays
- o 28 October (National holiday)
- o 17 November, the day on which events are held to commemorate the Polytechnic uprising, in all kindergartens, during the morning working hours, in which the entire teaching staff participates. When 17 November falls on a Saturday or Sunday, the events are held on the preceding Friday.
- o From 24 December through 7 January, and in any case during the Christmas and New Year holiday period, in accordance with the relevant circulars of the Ministry.
- o Clean Monday
- o 25 March (National holiday)
- o The feast day of the Patron Saint of the municipality in which the school is located
- o From Holy Monday through Bright Friday (Easter holidays)
- o 1 May
- o The feast of the Holy Spirit
- o From 22 June through 31 August (summer holidays)
- o In any other case decided by the competent authorities
- o In the event of national or regional elections, referendums, epidemics, etc.

During the academic year, the school informs parents in good time regarding the days on which it may remain closed.

The attendance relationship with the school remains active even then and is not suspended, and educational and other services are provided as the law will determine in each case, even through any appropriate means of learning, beyond the physical presence of the children.

A.1.4. Boarding of Children - School Bus

The transport of students to and from the School is carried out in accordance with the “Student Transport Regulations”, a copy of which is communicated to the parents/guardians of the students and attached as an Appendix hereto. More specifically:

In the event that the student uses the school bus, they must be at the predetermined boarding point five minutes earlier than the scheduled time, as there is no possibility of waiting for students. Observance of the agreed time is of vital importance, in order for the transport of all students to be completed in a timely and safe manner. Also, in the event of non-use of the school bus, parents are kindly requested to inform the school at least half an hour earlier for morning transport and one hour earlier for midday transport.

Parents are obliged to inform the school in good time in the event that the place of collection or drop-off of the child changes (even temporarily), so that the necessary rescheduling can be carried out for the convenience of the parents and children.

In the event of a technical failure of the school bus or other impediment to transportation, which cannot be foreseen in time, the school may proceed with the temporary replacement of the vehicle with another equivalent one. The same will happen in the event of the driver being unavailable, in which case replacement of the regular driver by another professional driver who cooperates with the School is provided for.

The operating schedule may be modified in the event of extraordinary conditions, following a decision by the competent authorities. Parents will be informed in good time of every modification.

Students are collected by members of the family (parents, grandfather-grandmother) or by any third party whom the parent/guardian has declared to us in writing, and it would be good if the school’s teachers also knew him/her. Presentation of the police identity card is required in this case.

A.1.5. “All About Me” Form

Parents/guardians are required to complete all fields of the form and hand it to the kindergarten teachers-educators within the first week of school.

A.1.6. Tuition Fees

By enrolling their children, parents undertake the obligation to pay the amount of tuition fees and/or their other financial obligations, the amount of which is determined by Platon Schools. In the event that one of the two parents or a third person, with the consent of the parents, has undertaken the payment of the tuition fees, that person is liable for payment. The total amount is paid as follows:

- o Four (4) equal instalments during the first five days of the months of September, November, February, and April.
- o Eight (8) equal instalments during the first five days of each month from September to April.

The amount of the tuition fees concerns the child's total attendance throughout the year. The prolonged absence of a student from the Kindergarten without fault on the part of the school does not entail a reduction in the agreed tuition fees, nor does it justify a later reduction of the tuition amount.

The school's prevailing commercial policy shall apply to the amount of the tuition fees and their payment. Special agreements regarding tuition fees apply provided that their terms are observed throughout the year.

A.2. ATTENDANCE - ABSENCES

A.2.1. Compulsory attendance

Two-year uninterrupted attendance at the Kindergarten is compulsory and constitutes a basic prerequisite for the child's smooth adaptation to the school environment and their further progress and promotion to Primary School.

If the absences of the kindergarten student exceed one hundred (100) per academic year, the certificate of attendance for enrolment in the 1st Grade of Primary School is issued by decision of the Teaching Staff Association, which is issued following the agreement of the Educational Work Coordinator for Kindergarten Teachers. Otherwise, the student repeats attendance in kindergarten.

Repetition of attendance in kindergarten for one (1) additional year may take place with the consent of the parents/guardians, when it is certified, by an opinion from K.E.D.A.S.Y. or by a relevant certificate from the Educational Work Coordinator for Special Education and Inclusive Education or the Educational Work Coordinator for Kindergarten Teachers, that the student presents serious difficulties in attending the 1st Grade of Primary School (para. 7 of article 6 of PD 79/2017 (A' 109) as amended and in force by case gg' of para. d' of article 23 of Law 4559/2018 (A' 142) and para. 8 of PD 79/2017 (A' 109)).

In any case, a student who, on 31 December of the year of enrolment or repeated attendance, has reached the age of seven (7) years is neither enrolled in nor may repeat attendance in kindergarten.

For the safety of the child as well as the other members of the educational and student community, we must know the reason for the child's absence every time the child is absent.

A.2.2. Enrolments

The enrolment of the child in the Kindergarten is subject to the same rules as attendance in Public Kindergartens. Every year, the school informs parents in writing by means of relevant circulars regarding the necessary supporting documents for enrolment in the Kindergarten.

Each school year, students are enrolled in the Kindergarten according to the order in which their application for enrolment is accepted by the school.

The school may refuse re-enrolment or request the removal of the student during the school year in the following cases, in accordance with the applicable provisions:

- a) violation of the school's internal regulations, by decision of the school's competent body.
- b) non-payment in full of tuition fees for two school years.

Violations of the school's internal regulations are examined with the pedagogical benefit of the school community as the guiding criterion.

A.2.3. Health issues (Viruses - Allergies - Chronic Conditions)

At the beginning of the school year, cases of seasonal viruses often occur among students. In this case, the school is obliged to inform the parents as soon as it becomes apparent that there is some virus or childhood illness in the student's environment. Vulnerable groups (pregnant women, families with infants, etc.) are informed as a priority. Parents, for their part, are obliged to inform the School immediately when their child is ill or has suffered an accident.

Students who are ill should remain at home until they have fully recovered, both in order to avoid the further spread of viruses and to facilitate the work of the teachers, since caring for an unwell student is at the expense of the others.

It is not possible to host students who are unwell. In the event that parents are informed by the infirmary of a fever or other illness, and the child's departure from school becomes necessary, transport must be by private means (PM).

For the child's return to school after an absence due to illness, a written certificate from the attending physician stating that there is no risk of transmission or that there is full recovery is required (see Government Gazette A/70/7-5-2019, art. 204, as in force).

Finally, parents are obliged to inform the school of any illness, accident, or allergy of their child. Disclosure of the student's health history as well as their specific needs to the educators constitutes the basis for their safe stay in the school environment. Students' personal data are kept and protected in accordance with the applicable legislation.

A.2.4. Practical issues (Spare clothes - Children's Personal Belongings - Oral Hygiene)

Parents/guardians are requested to ensure the following:

- o That there is a spare change of clothes in the children's bag (with clothing appropriate to the season). School clothes should be such that they can get dirty during the educational process (from materials used or anything else).
- o That personal belongings of the children (jacket, bag, hats) are marked (full name). In this way, it is ensured that the children's belongings are neither lost nor confused. In the event that the child comes home with an item belonging to someone else, kindly return it immediately.

A.2.5. Attendance Programme

A.2.5.1. Educational programme

Both the approved educational programme and the innovative educational/pedagogical systems implemented by the school provide high-quality and complete upbringing and education, with the principal criterion being the holistic development of the child's personality.

For more information, parents are encouraged to refer to the information leaflets and the school website www.platon.gr.

A.2.5.2. Activities programme

The activities programme is supplemented by a series of educational and recreational visits to museums, theatres, multipurpose venues, and events of educational interest, in accordance with the age of the children.

In addition to these programmes, the school cooperates with other national and international educational bodies and organisations that organise educational programmes (e.g. IKY, ERASMUS), in which teachers and students participate for a fee paid to those bodies/organisations.

These programmes include trips abroad (for older students in primary education) or online participation programmes and activities through specially configured electronic hosting spaces (platforms). For participation in and attendance of these programmes, all necessary information, the terms of participation, and their educational content and framework are provided by us, in cooperation with the organising bodies/organisations.

These programmes may at any time be cancelled or modified as to their terms, by decision of the body that carries them out and coordinates them or for reasons of force majeure. In this case, parents are informed in good time by the School regarding the return of the deposit or participation fee and every matter related to the cancellation. Participation in the programmes is optional.

The participation of the child in events and visits requires the consent of the parent and the advance payment of a fee, which will be paid to the organiser of the event (e.g. attendance at theatrical performances).

School celebrations, national, religious, or other, as well as educational visits, form part of school life and help in the fulfilment of educational goals, and therefore it would be good for students to participate in them, unless there is a serious reason for absence.

On every outing from the school, the children wear the school tracksuit/uniform.

B. EDUCATIONAL-ADMINISTRATIVE STAFF

B.1. School Personnel

At the Kindergarten, in addition to the Directors and teachers, other specialties are also employed or cooperate with it. Specifically:

B.1.1. Psychologist

The psychologist cooperates with the kindergarten teachers and the parents of the children either at the request of the parent or through observation of the children in the classroom. If a

difficulty is observed, the parents are informed and, if necessary, referral for evaluation to a child psychiatrist or developmental specialist is recommended (mainly in the public sector).

B.1.2. Speech Therapist

The speech therapist carries out a screening check on the children 2 times during the school year. If a difficulty is found in the child's speech and more general communication, a recommendation is then made to the parents for referral to therapy sessions.

B.1.3. Pediatrician

The pediatrician visits the school once a month and one examination corresponds to each student. The pediatrician's visits are of a formal nature and in no case can they replace the attending pediatrician of each child, who is responsible for the prevention, diagnosis, and treatment of each child.

The examination of the children, which includes a simple pediatric check-up, always takes place in the presence of one teacher as well, following the consent of the parents and the relevant decision of the Teaching Staff Association.

The services offered by the above specialties constitute an additional service of the school to the students, in the context of improving students' performance at an educational, social, and developmental level. Parents/guardians who do not wish their child to be monitored/examined by the speech therapist and the pediatrician are kindly requested to declare this in writing to the school secretariat.

B.2. The role of the staff

Creating a calm, pleasant, and cooperative climate at school is the foremost concern of the Administration and the teachers and is achieved by building relationships of mutual respect, collegiality, cooperation, and communication. Specifically, teachers are required to:

- o Handle with discretion issues concerning students' progress and personal data.
- o Communicate with parents when the student is absent for more than three (3) days and there is no information about the reason for the absence.
- o Cooperate with the parents/guardians of the children in the task of raising the children, for the improvement of the children's cognitive, social, and emotional skills.
- o Guide and advise parents/guardians for the more effective provision of support to them, in the event that they judge that the behaviour (cognitive, motor, social, emotional, speech problems) of the kindergarten pupils requires diagnosis or support from specialists.

C. COOPERATION WITH PARENTS/GUARDIANS-COMMUNICATION-INFORMATION

C.1. Information

Regular information of parents/guardians by the classroom kindergarten teacher is a very important part of monitoring the child's progress and behaviour, and for this purpose, either group or individual meetings are organised at regular intervals, outside teaching hours but within the teachers' working hours.

Formal individual information of parents regarding students' progress takes place every quarter.

C.2. Communication

For matters requiring communication, the school informs parents by e-mail or by any other appropriate means.

Parents who wish to communicate with the kindergarten teacher must first notify the school secretariat. When it is judged safe for the kindergarten teacher to leave the classroom, she will communicate with the parents as soon as possible. There is also the possibility for parents to leave messages at the school secretariat, and the secretariat ensures that they are passed on to the classrooms.

Parents are obliged to read carefully all announcements published on the school website and the announcements carried by the students.

Divorced parents are obliged to notify the school which of the two parents has custody, by presenting the necessary supporting document. It is the school's obligation to inform both parents regarding the students' progress.

In addition, it is advisable that the classroom kindergarten teacher and the director be informed confidentially about anything concerning the student's physical and mental health, as well as any change in the child's life (e.g. divorce, new baby, etc.), in order that due attention may be given to these matters.

In the event of a student's absence, particularly long-term or repeated, it is necessary that the school be informed in good time.

Parents are obliged to provide the school with their contact details (telephone numbers), so that there is the possibility of immediate communication with them. They are also obliged to inform the school of any changes to these details.

In the event that a student states that they feel unwell during their stay at school, the parent/guardian is immediately informed by telephone by the kindergarten teacher or the Director of the school for the child's immediate collection.

Parents/guardians of students must submit in good time the documents requested by the school (e.g. A.D.Y.M., Vaccination Booklets, Solemn Declarations, etc.).

In the event that a problem arises with a student, its handling is the exclusive responsibility of the responsible kindergarten teacher and subsequently, if it is not resolved, of the Director. The involvement of any other person either inside or outside the school is not permitted.

If there are matters that concern or preoccupy the parents/guardians, it is advisable for them to discuss them with the responsible kindergarten teacher and the Director.

C.3. Educational planning meetings with parents

At the beginning of each new educational project, parents are informed of the research topics that will occupy the class during the specific period. They are informed by the educators about the educational goals of the project to be achieved and also contribute themselves with ideas aimed at helping and strengthening the class in its research.

Communication with parents takes place either through the physical presence of the parent at school or through the use of technological tools.

D. PERSONAL DATA OF PARENTS AND STUDENTS

D.1. Required personal data

On the Platon Schools website, the full personal data protection policy is posted at the address <https://platon.gr/privacy-policy/>

More specifically, Platon Schools collect, keep, and process personal data of parents and students, both in physical and digital form, which are absolutely necessary for the enrolment of students in the schools of Platon Schools, the proper operation of the School, as well as the provision of educational and other services chosen by the parent at the time of the student's enrolment in the School.

Specifically, the personal data provided by parents/guardians either for the fulfilment of our education services agreement or because the law requires it are the following:

- o full name
- o father's name of parents/guardians
- o email
- o mobile/landline phone
- o residential or professional address
- o tax details (TIN)
- o bank account details (in the event, for example, of a tuition refund)
- o the child's full name and date of birth
- o the full name and contact telephone number of the persons to whom the parents have entrusted the collection and care of the child (e.g. grandparents' details).

It is noted that parents' personal data are not sought through the school's official website, unless it concerns the completion of applications or the expression-of-interest contact form.

In addition, Platon Schools process special categories of personal data (sensitive health data of students), which are collected during students' enrolment at the School or during the school year (SEN Department, Medical Service).

D.2. Reasons for the collection and processing of personal data

The school collects and processes personal data mainly for:

- o the education services agreement
- o the safety of the child, so that the school can immediately communicate with the parents/guardians, and any third party designated by them, or so that immediate medical assistance may be provided if the need arises
- o tax legislation, possible prosecutorial orders, police provisions, etc.

D.3. Monitoring and updating of personal data

These records are updated and checked at regular intervals (e.g. when a student leaves the school).

In addition, all data that are collected electronically and processed in electronic form are encrypted, so as to ensure the greatest possible security against malicious acts by third parties. Each user of these data (employees-partners) uses access codes for the data under processing. Data stored in physical files are also protected against interference by unauthorised persons.

These data, particularly those of the children, may be disclosed by the school to our partners for the promotion of its activities or for the safety and protection of the health and life of the students (e.g. to cooperating photographers covering the various activities and events of the school, to partners managing the websites and social media pages, to the pediatrician who visits the school, to the hospital institution to which the child may be transferred in case of an accident, etc.).

These data are processed for as long as the relationship between parents/guardians and the school lasts, as well as the legal claims arising therefrom.

D.4. Right to object to the collection and processing of personal data

However, parents have the right to be informed about the data being processed, to request their correction or deletion, and to request restriction of their processing, provided that the conditions of the General Data Protection Regulation EU 2016/679 (GDPR) are met when:

- o the accuracy of the personal data is disputed and until verification takes place
- o objection to the deletion of personal data is expressed in writing and restriction of their use is requested instead of deletion
- o the personal data are no longer needed for the purposes of processing, but are nevertheless necessary for the establishment, exercise, or support of legal claims
- o no objection to the processing is expressed and until it is verified that there are legitimate reasons concerning the school which override the reasons for which a holder of the right objects to the processing.

In addition, data subjects have the right to object to processing for the purposes of direct advertising and consumer profiling, or to withdraw their consent freely, without affecting the lawfulness of the processing that was based on their consent before the withdrawal was declared.

For withdrawal of consent or for any related issue regarding their personal data, data subjects may contact the telephone number 210-6611793 or send a message to the kindergarten's email address nipiagogeio@platon.gr

Finally, data subjects have the right to transfer their own data and those of their children to another school (provided that their consent to processing by our school has been withdrawn or our cooperation has ceased, under the conditions of the Regulation), as well as to report any violation they observe regarding the above to the Hellenic Data Protection Authority (www.dpa.gr): Call Centre: +30 210 6475600, Fax: +30 210 6475628, Email: contact@dpa.gr.

For the protection of the rights of data subjects and in order to avoid misunderstandings, no personal details of students or parents are provided to other parents of classmates (telephone numbers, e-mails, addresses, etc.).

In addition, the school does not provide children's personal data to third parties unrelated to it or to the purposes of our agreement, unless required by law or by judicial/prosecutorial authorities.

D.5. Capture and use of audiovisual material from students' school activities

During the school year, audiovisual material is captured by authorised partners of Platon Schools, including photographs and videos from students' school activities inside or outside the school premises (school life, activities, events, competitions, awards, educational excursions, athletic competitions, clubs, school celebrations, parades, graduation ceremony, theatrical and musical performances, activities of Platon Schools, etc.). This material is kept in the archives of Platon Schools and is processed for the use of selected material as follows:

- o Inclusion in internal school publications, printed materials, and publications of Platon Schools, such as, indicatively, school magazines, archiving in the historical archive of Platon Schools kept in the school Library and in the relevant school units
- o Display to the students themselves in the context of a school celebration
- o Printing it in commemorative or anniversary albums or objects distributed to students
- o Posting selected material on the official website of Platon Schools (www.platon.gr), following the written, explicit consent of the parents exercising custody (circular of the Ministry of Education F.25/103373/D1/22.6.2018)
- o Use of selected material, following the written, explicit consent of the parents exercising custody, on the official social media pages managed by the School

E. REGARDING NOTIFICATION OF AND COMPLIANCE WITH THE REGULATIONS

The articles of these regulations may be supplemented or clarified by written internal circulars of the school or the Administration.

Observance of the provisions of these regulations is a basic obligation of all (owner, director, teachers, parents, and students). Non-compliance with or violation of its provisions gives the supervising authority the right to take the necessary measures.

These regulations are distributed to all parents/guardians of students at the beginning of the school year by any appropriate means.

Failure to observe the internal regulations and the circulars related to their implementation (internal or state) constitutes a violation thereof, and the school may proceed with the lawful measures provided for.

Any change or amendment thereto is communicated to the parent and the amended part is incorporated into these regulations.

These Regulations are approved by the competent Education Counsellor and the Directorate of Primary Education of Eastern Attica, as provided by law.

F. APPENDIX

TRANSPORT DEPARTMENT

Katerina Rimpopoulou, Georgia Spyrou, Sakellariou Stella.
tel. 210-6611916, 6942-291734 email: kinisi@platon.gr (from 07:00 to 17:00)

OPERATING REGULATIONS OF THE TRAFFIC OFFICE AND STUDENT TRANSPORT OFFICE

ARTICLE 1

INTRODUCTION

The purposes of these Regulations are as follows:

1. To provide parents with basic and useful information on matters concerning the transportation of students by school buses to and from their School.
2. To facilitate communication between parents and the School's competent Traffic Office.
3. To support and coordinate the work of drivers and escorts, so that the safe transport of students is fully ensured.
4. To systematise and describe the conditions and rules of operation of the entire student transport system.
5. Wherever reference is made in these Regulations to "parents", the "guardians" of the student are also meant.
6. Wherever reference is made in these Regulations to "student", both male and female students are meant.

ARTICLE 2

GENERAL

1. The safe and, as far as possible, prompt transport of students by school buses to and from the school is carried out, as a rule, by privately owned school buses, while the supervision and coordination of student transport is carried out by the Traffic Office, which belongs to the Directorate of Administrative Services.

The School may also use third-party buses (non-school buses) for the transportation of students, all of which shall be equipped with the legal licences, shall meet the legal requirements for safe student transport depending on the category of the buses, and both the vehicles and their drivers shall meet all the required transport and driving qualifications. Wherever reference is made in these Regulations to “school buses”, the other buses used for student transport shall also be meant.

2. The duties and responsibilities of the Traffic Office (hereinafter “T.O.”) are as follows:
 - i) Monitoring the operation of the entire transport system.
 - ii) Planning the routes before the beginning of each school year.
 - iii) Examining in detail the requests of parents submitted in writing to the T.O. and concerning matters of student transport by buses, and attempting to satisfy them. It is noted that the satisfaction of requests lies at the discretion of the T.O. and the Administrative Services, provided that they do not compromise the safety of the overall transport system and do not have negative effects on the service provided to all transported students.
3. The student transport process (routes and bus stop points of the school buses) is studied and organised on the basis of the details of those enrolled in the student transport system for each school year, by the T.O., until 31 July (when the maximum number of enrolments has been completed), and applies only to the school year for which it has been organised.

Their planning and finalisation are always carried out with the best possible service and, above all, the safety of student transport as the guiding criterion.

The T.O. may, during the school year, depending on the conditions, temporarily or permanently modify an already operating route in order to serve and ensure the safety of the students, provided that there are proven serious reasons for this, such as technical works along the route (e.g. one-way traffic systems, construction of bicycle lanes resulting in a reduction of road width, etc.), delay problems, safety reasons, or in the event that one or more stops are abolished. For these reasons, the T.O. may, indicatively, either change the route path or add or remove stops from the route, so that the route can be regularised.

4. The indicative routes and stops that will apply during the next school year are presented to the parents during the enrolment stage, in June. Those parents who wish their children to be transported to and from school by school buses declare this at enrolment, where they also accept the corresponding Transport Terms. A change in the collection/drop-off address during the school year does not automatically imply the School’s obligation to collect/drop off the student at the new address, and the School may refuse to provide the service if the address is not served by another already established route.
5. Declarations of participation in the transport system after the end of enrolments will be accepted, subject to order of priority, only if there are vacant seats on the school bus of the specific route.

6. A basic condition for acceptance of a student's transport application is the parent's acceptance of these Transport Regulations (which takes place by acceptance of the enrolment terms) and the undertaking of the obligation to pay the specified fare.
7. Each school bus route has designated stops and a designated course. Any direct arrangements by parents with drivers and/or escorts for the purpose of modifying the route in any way are prohibited.
8. Full responsibility for the safe transport of the students is undertaken by the School and, by extension, by the driver of the bus and its escort. This responsibility begins from the moment the students board the school bus and ends with their disembarkation either at the school unit premises or at the designated drop-off stop.
9. The parents of students of all grades of Primary School, Kindergarten, and Nursery School have the obligation and responsibility to place their children on the school bus and to collect them from it at the designated stop. In the event that a parent, or his/her designated representative, is not present to collect the child, the school bus escort will not allow the student to disembark at the designated stop. The escort will immediately inform the T.O., and after the end of the regular route, the student who has not been collected by the parent will return to the School on the same school bus.
10. In the event that parents of students in the 4th, 5th, and 6th grades of Primary School wish their children to disembark without their own presence being required at the designated stop, they must notify the T.O. in writing of this wish upon the child's enrolment, fully and exclusively assuming the resulting responsibilities.
11. Parents are obliged to declare in writing (via e-mail to the T.O. e-mail and the secretariat of the School of attendance) the name and telephone number of their authorised representative for the delivery and, mainly, collection of the students. The T.O. has the right not to deliver a student to a person not authorised in the above manner.
12. Students of all grades of Junior High School, General High School, and IB DP board and disembark without their parents' presence being required at the designated stop. It is specifically noted that the disembarkation of students of Junior High School, General High School, and IB DP is unrestricted.
13. If it becomes necessary for a Primary School student to leave the School exceptionally, the competent Secretariat must be informed beforehand in writing by the parent.
14. In the event that the student fails to board the morning route, boarding may only take place at one of the next stops on the route. For safety reasons, opening the door of the school bus and boarding it at traffic lights and other points is prohibited (nor shall the school bus return to pick up a child who was delayed in coming out to the stop).
15. For Nursery School, Kindergarten, and Primary School students, parental requests for a temporary or exceptional change of school bus and/or stop from their usual method of transportation to and from the School will be satisfied only provided that they are submitted by e-mail (kinisi@platon.gr) or by telephone (2106611916) and also to the e-mail of the Secretariat of the School of the respective level, by 12:00 noon of the same day and on the condition that the new school bus has a vacant seat.
16. For students of Junior High School, General High School, and IB DP, parental requests for a temporary or exceptional change of school bus and/or stop from their usual method of transportation to and from the School will be satisfied only provided that they are submitted by e-mail (kinisi@platon.gr) or by telephone (2106611916), and also to the e-mail of the Secretariat of the School of the respective level, by 12:00 noon of the same day and on the condition that the new school bus has a vacant seat.
17. The right to board the school buses belongs only to students who are enrolled in the School's transport system through the relevant procedure and payment of the corresponding fares. Boarding by students who are not enrolled in the School is prohibited.

18. On days when either weather conditions are adverse or traffic congestion is increased, justified time deviations from the normal duration of school bus routes may occur.
19. The T.O. is at the disposal of parents for the provision of any information or clarification related to the transport of students to and from their school units, as well as for the immediate examination of any written request they may submit.

ARTICLE 3

OBLIGATIONS OF STUDENTS & PARENTS

1. For safety reasons, during the execution of the school bus route students are not allowed to stand, move around, or change seats.
2. For safety reasons, after the school bus departs from its parking position at the school unit, no further boarding of students is allowed.
3. During the execution of the school bus route, opening windows without the escort's permission is not allowed, and it is strictly forbidden for anyone to put their head or hand outside, because this entails the risk of causing a serious accident.
4. Students who use school buses for their transport are obliged to behave decently, exactly as in the school premises, bearing in mind that whatever applies to their behaviour during their stay at school also applies during their stay on the school bus, which is an extension of the school.
5. Insolence and, in general, unacceptable behaviour by students towards the driver and the escort, damage, breakage, soiling, or any harm to the school bus are subject to disciplinary review by the School Administrations.
6. The cost of restoring damage, wear, breakdowns, or soiling of the school bus shall be borne exclusively by the parents of the student at fault, or by the student himself/herself if an adult.
7. Students using school buses are obliged to strictly observe the articles of the Road Traffic Code concerning passengers of public means of transport. Violation of any such article by a transported student that results in the imposition of a fine on the bus driver, such as non-use of a seat belt, unjustified standing, etc., entails, in addition to disciplinary review of the offending student, the assumption by the student's parents or by the student themselves if an adult of the obligation to pay the fine imposed on the driver.
8. In the event of a school bus breakdown resulting in its immobilisation, students remain inside it until another vehicle arrives, naturally on the condition that they are exposed to absolutely no danger due to the breakdown. Otherwise, they are led by the escort to an absolutely safe place.
9. The use by anyone of devices producing sound (e.g. cassette player/radio/CD, etc.) in a manner that causes disturbance to the passengers or the driver, as well as photography and video recording inside the school bus and the use of mobile phones, is prohibited. The causing of noise (e.g. shouting, quarrelling) is also prohibited, so that the driver may remain undistracted while driving for the safety of all passengers. More specifically, for Primary School students, the use of any electronic device is prohibited.
10. The obligation of older students not to disturb younger ones, both inside the school bus and while waiting at the stops, is especially underlined. In general, parents and students must ensure that their behaviour inside the school bus does not disturb fellow passengers, the escort, and the driver. If an incident of any form of violence (even verbal) is observed inside the school bus, the escort has the obligation to report it as soon as possible to the competent director of the school level.
11. Students are not allowed to disembark at stops different from those agreed upon with their parents and the School.

12. On the morning route, all students-passengers of the school bus must be at the departure point or at the designated stop 5 minutes before the designated time. The bus is under no obligation to wait for a student in the event of delay. Escorts are under no obligation to communicate by telephone with parents/guardians to ascertain the cause of the delay, nor are they obliged to notify the parents of their arrival at the collection/drop-off point. In this case, the transport of the student to the School is the responsibility of the parent and by private means.

In addition, on days when there is a special reason why the children will not use their morning school bus, parents must inform the Traffic Office or the escort of the route by telephone in good time. Parents must inform the T.O. or escort of the student's return day, so that collection may be planned in good time.

13. Parents are obliged to inform their children (those not accompanied) what they must do in the event that the school bus is delayed, does not come at all, or they miss the bus due to arriving late at the stop (e.g. call home, return home, take a taxi to go to school, etc.).
14. School buses depart from the School at the designated time, according to the programme communicated to the parents of the students, without further warning. Students who miss the return school bus from school must contact the Administrations of the corresponding school units or the T.O. for information and in order to be assisted in communicating with their parents.
15. Failure to comply with these Transport Regulations results in sanctions against the students who have violated them. Disciplinary review is exercised over the students by the Administrations of the school units, which impose the corresponding sanctions. Depending on the seriousness of the misconduct and/or the frequency of its occurrence, the School may decide to deprive the student who does not comply with the regulations of the right to transport.
16. Students are prohibited, after disembarking from the school bus and before it starts moving, from crossing in front of it in order to cross the road! There is a very serious risk of an accident from other cars overtaking the stopped bus at speed.

ARTICLE 4

MISCELLANEOUS INFORMATION

1. The T.O. operates on working days and hours, on the School premises. The T.O. is at the disposal of parents for the provision of information or clarifications relating to matters of student transport by school buses. The operating hours of the T.O., as well as the contact telephone numbers of the responsible office staff, are referred to in detail in the Appendix to these Regulations.
2. Requests or complaints by parents concerning the behaviour of drivers or escorts or other matters related to the transportation of students by school buses are submitted in writing to the T.O., which examines them in cooperation with the Administrations of the School Units.
3. For matters of a financial nature concerning the transport of students by school buses, parents must address the School's Accounting Department.
4. In the event that parents wish any change in the already agreed transportation of students (indicatively, discontinuation of transportation, or permanent change of school bus, etc.), they are obliged to notify the T.O. in writing.
5. The processing of personal data of students and parents is described in detail in the School's Personal Data Protection Policy and in the Terms of Enrolment, which are

posted on the School's website and are received and accepted by parents during the student enrolment stage.

6. Changes in parents' contact details or in the student's home address must be declared both to the secretariat of their level and to the T.O.

ARTICLE 5

MEANS

1. The transportation of students to and from the School is carried out by school and tourist buses, which demonstrably fully meet the specifications and conditions laid down by the applicable laws, ministerial decisions (including the Joint Ministerial Decisions in force from time to time that define special protective measures during student transportation), and police provisions related to student transportation, and they possess at least the minimum insurance coverage prescribed by law for bodily injuries to passengers and third parties and for property damage to third parties.
2. All buses used for student transport are in excellent operating and mechanical condition, of various capacities, and clean. They possess a roadworthiness certificate (KTEO) from the Inspection of the Ministry of Transport and Communications, which is valid according to the law, as well as seat belts (of European specifications), individual and separate for each seat.

ARTICLE 6

DRIVERS, ESCORTS, AND THEIR OBLIGATIONS

1. All school bus drivers possess the appropriate professional driving licence in force according to the law and considerable experience.
2. Drivers are prohibited from carrying out manoeuvres within the School grounds without the guiding presence of an appropriate person outside the vehicle.
3. Each school bus has an escort, who has the right to make the necessary recommendations to the students when this is necessary for observance of the transport rules. All escorts have been informed of and accepted these Transport Regulations.
4. Drivers and escorts of school buses are obliged to:
 - o Behave towards the transported students in a decent, calm, and serious manner.
 - o Avoid conversations with students, members of the transported teaching and administrative staff of the School, and parents.
 - o Inspect daily the buses under their responsibility in order to find any items forgotten by the transported students and, if found, to deliver them to the Transport Department.
 - o Not leave the engine of the vehicle running when it is parked in the School grounds, thereby burdening the environment, and not engage in unnecessary revving, braking, or honking, causing disturbance.
 - o Indicate to students the correct way to use the seat belt (fastening-unfastening).
 - o Inspect their bus every morning and afternoon, before departure, and report immediately to the T.O. any wear or damage they observe that may be dangerous for the safety of the transported students. They must also ensure that there are no heavy objects placed in the special compartments of the bus above the seats, which could cause an accident and injury.
 - o Report immediately - and always in writing - to the T.O. students who behave improperly, disturb others, or cause damage to the bus, describing the incident and its consequences in every detail.

o Not permit the boarding of any person on the school bus who is not included in the list of student-passengers approved by the School and the T.O.

6. Escorts in particular must also bear the following in mind:

- o Remind the driver in good time of the next stop.
- o Remind students before disembarking to take all their belongings.
- o Be the last to get off the bus, having first ensured that the school bus has been fully emptied and having checked the seats for forgotten objects or possible damage.
- o Assist Kindergarten and Primary School students in boarding and disembarking from the school bus, check the correct use of seat belts, and not hold children of the lower grades on their lap.
- o Report to the T.O. any compulsory change of the route caused by public works.
- o Not undertake to escort students across to the opposite pavement.
- o On each route, seat the students transported by the school bus in specific seats according to the relevant seating plan of the vehicle, which have been predetermined.
- o In the event that a student creates a problem or disturbance by their behaviour during the execution of the route, the escort has the right to change their seat.

- 7. In the event of an accident of any nature, the driver or escort immediately informs the T.O. of the nature and consequences of the accident, after the actions prescribed by the Road Traffic Code (provided that it concerns a traffic accident).
- 8. Drivers and escorts of school buses have been instructed not to disembark students at the designated stops when demonstrations, rallies, gatherings, marches, and generally situations or conditions are observed in the area that may involve risks to the physical integrity of the children. In these rare and unforeseeable cases, the students who would have disembarked there return on the same bus to the school unit after the end of the regular route, while the parents are simultaneously notified to collect them.

ARTICLE 7

OTHER TERMS, CONDITIONS, AND INSTRUCTIONS

- 1. The driver is not allowed to make remarks or recommendations to the transported students, nor to intervene to resolve their disputes. This is the task of the escort, whose supervision must be continuous.
- 2. For any complaints, parents must address the T.O. with a written note and not directly to the driver and the escort.
- 3. The use of school buses by students for whose transportation to and from school the process of their enrolment in the transport system has not been completed is prohibited.
- 4. Inside the school bus, during the route, smoking is completely and absolutely prohibited, including electronic cigarettes (Law 4633/2019). No one is exempt from this prohibition, including the driver and the escort.
- 5. Physical violence against students by the driver and the escort is strictly prohibited. Such conduct results in the immediate and permanent dismissal of the offender.
- 6. During the route, it is strictly forbidden for the driver or the escort to make a student disembark on the grounds of improper or even violent behaviour. In that extreme case where, in the escort's judgment, the physical integrity of a student is endangered by the behaviour of another student, the Administration of the school unit and the T.O. must be informed immediately.

These regulations may be updated by the School. Parents will be informed in writing of every modification. Every modification constitutes a continuation of these regulations.