



ENROLLING MY CHILD AT A PRIMARY SCHOOL IN GDAŃSK

**PRACTICAL GUIDE FOR PARENTS AND GUARDIANS OF
CHILDREN WITH MIGRATION EXPERIENCE**

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1. BASIC INFORMATION ABOUT COMPULSORY EDUCATION IN POLAND

STAGES OF EDUCATION IN POLAND

CHILD'S AGE	OPTIONAL
0-3 years	I have the option to enrol my child at a nursery, childcare club or get a daytime babysitter.
3-5 years	I have the option to enrol my child at a kindergarten, pre-school centre, pre-school department of a primary school or other facility that meets the appropriate requirements for pre-school education.
	COMPULSORY
6 years	I have to enrol my child in a kindergarten, pre-school department of a primary school or other form of pre-school education for one-year pre-school preparation.
7 years	I have to enrol my child at a primary school for compulsory education concluded with the eighth-grade examination.
15 years	Compulsory education is continued at a secondary school and concluded with the final examination (the so-called "matura"), or other facility where the student is prepared for further education or profession.
	OPTIONAL
over 19 years	An adult student has the option to continue his/her education at a vocational qualification course centre, second degree vocational school, post-secondary school or, after passing the secondary school final exam, at a higher education institution.

Information concerning the admission process to a nursery, childcare club or get a daytime babysitter

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<https://www.gdansk.pl/urzad-miejski/wydzial-rozwoju-spoiecznego/opieka-nad-dziekiem-do-lat-3,a,1399>

Information concerning the admission process to a kindergarten and school

CLICKABLE IMAGE OR QR CODE IF THE MATERIALS WILL BE PRINTED

<https://www.gdansk.pl/urzed-miejski/wydzial-rozwoju-spoiecznego/szkoly-i-przedszkola-publiczne,a,2818>

List of educational institutions - kindergartens and schools in Gdańsk

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<https://www.gdansk.pl/urzed-miejski/wydzial-rozwoju-spoiecznego/gdanske-placowki-oswiatowe,a,30689>

- **Childcare for under 3-year-olds**

Parents and guardians of a child under 3 years of age may apply for admission of their child to a nursery, childcare club or daytime babysitter in Gdańsk. However, this is not compulsory.

What is the difference between a nursery and a childcare club?

Nurseries provide childcare for children from the age of 20 weeks until the end of the school year in which the child turns 3. The child can stay at the facility for up to 10 hours a day.

Childcare clubs provide childcare for children from the age of 1 until the end of the school year in which the child turns 3. The child can stay at the facility for up to 10 hours a day, but unlike a nursery, the number of children in the facility is limited to 30.

What does childcare in a nursery and a childcare club look like?

Both the nurseries and the childcare clubs employ staff with appropriate qualifications and skills. The children are provided with a home-like environment, where they can learn and develop their skills through play.

Classification of nurseries and childcare clubs

Nurseries and childcare clubs may be run by the state, in which case they are referred to as **state or municipal nurseries**. Childcare in a state nursery in Gdańsk costs 517 PLN per month. Meals are available at extra charge, determined in each case by the facility.

Nurseries and childcare clubs may also be run by private entities, various organisations, individuals or companies. In such a case, they are referred to as **private or non-public nurseries**. The terms and conditions and fees in private nurseries differ.

In Gdańsk, the only state facilities of this kind are nurseries. All childcare clubs are private.

State nurseries

- There are 13 state nurseries in Gdańsk.
- Childcare is provided for up to 10 hours.
- The basic monthly fee paid by parents for childcare amounts to 517 PLN.
- The cost of meals is included.
- Children who require special diet receive appropriate meals.
- More information concerning state nurseries run by the city of Gdańsk:

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<https://zlobki.gda.pl/>

- Do you want to enrol your child at a state nursery run by the city of Gdańsk?

Apply via the website. The admission process is open throughout the year.

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[https://rejestracja.zlobki.gda.pl/strona powitana](https://rejestracja.zlobki.gda.pl/strona_powitana).

Limit of places in state nurseries run by the city of Gdańsk:

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<https://zlobki.gda.pl/aktualnosci>

Private nurseries and childcare clubs

- There are 115 private nurseries and childcare clubs in Gdańsk.
- The terms and conditions and fees in private nurseries and childcare clubs are established separately by each institution.
- The admission process to private nurseries and childcare clubs is open throughout the year. In order to enrol a child at a facility, you should contact directly the nursery or childcare club of your choice.

- Find the nearest nursery or childcare club using our online map!

CLICKABLE IMAGE OR QR CODE IF THE MATERIALS WILL BE PRINTED

<https://empatia.mpips.gov.pl/web/piu/mapa-zlobkow-i-klubow-dzieciacych>

In the search engine type in: POMORSKIE Province, GDAŃSK District, GDAŃSK Municipality and click on the number displayed on the map.

Who is a daytime babysitter?

A daytime babysitter takes care of up to 5 children of at least 20 weeks of age. As in the case of nurseries and childcare clubs, a daytime babysitter provides a home-like environment for children and organises their time by combining play with education.

Childcare may be provided in one facility by one, two or more daytime babysitters, each with a separate room. The terms and conditions and fees should be agreed individually with the babysitter.

Do you want to find a daytime babysitter for your child? Use the list below!

Admission to babysitting facilities is open throughout the year. In order to enrol a child at a facility, you should contact directly the babysitter of your choice.

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<https://empatia.mpips.gov.pl/web/piu/dla-swiadczeniobiorcow/rodzina/d3/wykaz-dziennych-opiekunow>

In the search engine type in: POMORSKIE Province, GDAŃSK District, GDAŃSK Municipality.

- **Pre-school education**

Pre-school education is provided for children between the ages of 3 and 6 in kindergartens or similar institutions.

NOTE!

Children aged 3-5 years are entitled to pre-school education. This stage of education is not compulsory. However, all 6-year-olds are obliged to receive **one-year pre-school education programme** preparing them for a primary school. Such programme is offered by kindergartens and pre-school departments of primary schools.

What is pre-school education?

In kindergarten and pre-school department, the child is looked after by teachers who take care of the child's development, education and integration with other children. They will teach the child to be independent and support them in case of any difficulties. Through games and activities, children are prepared for the next stage of education at primary school.

Kindergarten teachers have additional qualifications and are able to detect any special needs the child might have. If necessary, they recommend examination of the child by a doctor, psychologist, speech therapist or other specialist.

Classification of kindergartens and pre-school departments

Kindergartens and pre-school departments may be run by the city or by other authorised entities, in which case they are referred to as **state or public kindergartens**. Such facilities provide free education and care for 5 hours a day. Extra hours are payable at 1 PLN per hour. Meals are available at extra charge, determined in each case by the facility.

Kindergartens and pre-school departments may also be run by other entities: organisations, companies, individuals, in which case they are referred to as **private or non-public kindergartens**. Education and care, as well as meals in such facilities are provided for a fee, established separately by each institution.

List of state and private kindergartens

CLICKABLE IMAGE OR QR CODE IF THE MATERIALS WILL BE PRINTED

<https://www.gdansk.pl/urząd-miejski/wydział-rozwoju-społecznego/gdanskie-placowki-oswiatowe,a,30689>

State kindergartens run by the city of Gdańsk

- ➔ Free education care is offered for 5 hours a day. Extra hours are payable at 1 PLN per hour.
- ➔ Meals are available at extra charge, which differs depending on the facility.
- ➔ **Do you want to enrol your child at a state kindergarten or pre-school department?**

Familiarise yourself with details concerning the terms and conditions and deadlines for admission to state kindergartens and pre-school departments.

CLICKABLE IMAGE OR QR CODE IF THE MATERIALS WILL BE PRINTED

<https://www.gdansk.pl/urzad-miejski/wydzial-rozwoju-spolecznego/przedszkola-publiczne,a,1186>

- ➔ **Have you already decided on a facility?**

Apply for admission of your child to a state kindergartens or pre-school department.

CLICKABLE IMAGE OR QR CODE IF THE MATERIALS WILL BE PRINTED

<https://naborp-kandydat.edu.gdansk.pl/gdansk>

Private kindergartens.

- ➔ Education and care is provided for a fee, for a minimum of 5 hours a day. Most facilities, however, provide childcare for a longer period of time.
- ➔ Meals are available at extra charge, established separately by each institution.
- ➔ Admission to a kindergarten or a pre-school department depends on the number of places available.

INFORMATION FOR PARENTS AND GUARDIANS

Regardless of the type of kindergarten or pre-school department selected, remember to prepare a starter kit for your child, consisting of all necessary items which the child may need at the given facility. The child should be provided with slippers, a shoe bag, gym outfit and personal hygiene products. If the kindergarten provides for a nap time, pajamas and - in some cases - also bedding should be provided.

Ask the kindergarten about other necessary items your child may need!

- **Primary school and compulsory education**

Compulsory education begins at the school year in which the child turns 7 and continues until the child completes primary school, however, no longer than until the child turns 18. Each child in this age group is guaranteed a place in a district primary school, i.e. in the state school closest to the family's place of residence.

Parents have the right to take advantage of that guaranteed place, but are not obliged to do so. They may also apply for their child to be admitted to another municipal school. In that case, the child will be admitted, provided that the school in question has free places.

Like kindergartens, primary school can be public - run by the city, and private, non-public.

Education at state schools is free of charge and available to all children at the age group obliged to receive compulsory education. State primary schools offer free textbooks, extra-curricular Polish lessons and remedial lessons in subjects with which the student may have difficulties. Parents are obliged to provide their children with the necessary learning aids, gym clothes and shoes. School lunches are available at extra charge, but if the family is in a difficult financial situation, the parents may be exempt from paying the fee.

Private schools charge a tuition fee. Each school has its own education offer and price list.

See the list of state primary school

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<https://www.gdansk.pl/urząd-miejski/wydział-rozwoju-społecznego/gdanskie-placowki-oswiatowe,a,30689>

What does education at a primary school look like?

For the first three years (grades 1, 2 and 3), the child receives early school education. The lessons are conducted by a single teacher with appropriate qualifications.

In subsequent years, each class will be assigned a homeroom teacher, and individual subjects will be taught by different teachers.

Primary school education ends in the 8th grade, and is concluded with an examination.

You can find detailed information concerning primary school education in Gdańsk in the publication "Welcome to the Gdańsk School".

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<https://www.gdansk.pl/migracje/witajcie-w-gdanskiej-szkole,a,178205>

Enrolling a child at a primary school

The admission process to the first grade of a state primary school is conducted in March, via the Gdańsk Education Platform (Gdańska Platforma Edukacyjna).

Gdańsk Education Platform
CLICKABLE IMAGE OR QR CODE IF THE MATERIALS WILL BE PRINTED
<https://naborsp-kandydat.edu.gdansk.pl/gdansk>

Information on admission policy and deadlines is published on the website of the City of Gdańsk.

CLICKABLE IMAGE OR QR CODE IF THE MATERIALS WILL BE PRINTED
<https://www.gdansk.pl/urzed-miejski/wydzial-rozwoju-spoolecznego/szkoly-publiczne,a,698>

INFORMATION FOR PARENTS AND GUARDIANS

A child who has turned 6 may be enrolled in the 1st grade of primary school, provided that one of the following conditions is met:

- the child has received pre-school education in the school year preceding commencement of education at primary school,
- the child has an opinion from an educational advisory and counselling centre confirming the child is ready to start education at primary school.

- **Compulsory education at post-primary school**

The obligation to continue education at post-primary school applies to students who have not yet attained the age of 18.

Options to continue education after passing the eighth grade examination

Depending on the results of the eighth grade examination and personal preference, the student may continue education free of charge at a general secondary school, technical secondary school or a I degree vocational school.

General secondary school

Education at secondary school lasts 4 years and is concluded with the final examination (known as “matura”) and awarding of a certificate of maturity. Upon completion of a secondary school, the student is considered to have general secondary education. General secondary schools typically prepare students for taking the matura examination in order to continue education at a university.

The student should choose a secondary school based on his or her interests. Individual classes in general secondary schools have different profiles, which means that each class has a different schedule depending on the area of specialisation. Choosing the right profile will make it easier for the student to be admitted to the study programme of their choice. Schools may have different profiles, with an extended curriculum in foreign languages, biology, mathematics or humanities.

Technical secondary school

Education at technical secondary school lasts 5 years and is concluded with the final examination (known as “matura”) and awarding of a certificate of maturity. Upon completion of a technical secondary school and passing the required exams, the student can obtain the title of technician, which allows to take up employment in a chosen profession.

Technical secondary schools are typically the preferred choice of students who intend to work as a specialist a specific profession in the future (e.g. in the IT or business sector).

Vocational school

Vocational school education is divided into two levels.

First degree vocational education lasts 3 years. Upon completion, the student obtains vocational education and a diploma confirming professional qualifications. The student can then either immediately take up employment in a specific profession or can improve one's qualifications and obtain a technician's title.

Vocational schools are typically the preferred choice of students who want to gain specific vocational skills and work in a profession such as plumber, locksmith or mechanic.

Upon completion of vocational school, the student can continue education at a two-year second degree vocational school, which is concluded with the final exam ("matura").

List of post-primary schools

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<https://www.gdansk.pl/urząd-miejski/wydział-rozwoju-społecznego/gdanskie-placowki-oswiatowe,a,30689>

Admission to post-primary schools

Admission to post-primary schools is carried out individually by each school. Information about admission policy is posted by each school on its website. Each year before the admission process begins, open days are organised at schools to present potential candidates with the educational offer.

2. BASIC INFORMATION ABOUT PRIMARY SCHOOL EDUCATION

- **Types of primary schools**

There are two types of primary schools in Poland: state (public) and private (non-public) schools. State schools are free and available to all children from a given district. Private schools charge a tuition fee and have their own separate curriculum.

NOTE! This publication describes the terms and conditions of admission of children to free state schools.

- **Enrolling a child to a school outside one's district of residence**

If you do not want your child to attend the local school, you can apply for the child to be enrolled in a school other than that which is the nearest to your place of residence.

Most parents or guardians take advantage of this option if their child has special talents in sports or foreign languages. If you are considering it, you should familiarise yourself with the educational offers of schools that specialise in your child's area of interests.

You can request the offer of state primary school specialising in different areas from the City Hall of Gdańsk.

Department of Social Development

+48 58,323 67 27

You don't speak Polish? Write an e-mail in your language!

wrs@gdansk.gda.pl

A child may also be enrolled in a school outside his or her district of residence for another reason. The reason should be specified in the application submitted to the school of your choice. The school will consider the application and if there are any free places, it may accept your child.

->Enrolling your child at a local school →**CHAPTER 3**

- **Assignment to grades**

If your child has turned 7 years old, he/she should be enrolled in grade 1 of primary school. If your child is older, assignment to the appropriate grade will depend primarily on the documents you provide to the school. Therefore, make sure to take to the meeting a certificate, attestation or other document confirming the completion of the education or the grade your child attended in the previous school.

-> Documents to be submitted to the school →**CHECKLIST**

If you do not have documents confirming your child's education in another country, you will be asked to prepare a statement in which you should specify how many years your child has completed in the previous school, including the last grade he/she completed in full. In such a case, your child may have to take additional tests to be assigned to the appropriate grade.

If you want to enrol your child at a sports school or other school that specialises in a specific area, your child will have to take special tests to determine the level of skills required by the school.

After assessing your child's abilities, the school will suggest assignment to a given grade. If your child does not speak Polish, placement in a grade that is lower than his/her general level of knowledge would typically be suggested. This way, the child will have time to master Polish at a level that will allow him/her to develop his/her knowledge in the subsequent years.

The admission policy to state schools is the same for Polish children and for foreigners.

In order to obtain detailed information concerning enrolment of a child who does not speak Polish or speaks poor Polish to a lower grade,

→ consult an educational advisory and counselling centre.

<https://www.gdansk.pl/urzedmiejski/wydzial-rozwoju-spolecznego/poradnie-psychologiczno-pedagogiczne,a,32811>

→ Make an appointment with a speech therapist - ask for contact details at school.

→ Meet with a specialist from the Immigrant Support Centre.

<https://cwii.pl/kontakt/>

Preparatory classes

In some schools, instead of assignment to a specific grade, your child may be placed in a preparatory class, created for children who are just starting to learn the Polish language and receive education tailored to their needs. After your child completes the preparatory class programme, he/she will be assigned to the appropriate grade based on a decision made by the school headteacher.

- **A child with special educational needs**

Does your child need special education?

If your child has health problems, intellectual dysfunctions or disabilities which require special education, you should visit an educational advisory and counselling centre. A team of specialists will issue an opinion along with a diagnosis and recommended school where your child will receive appropriate care and education adapted to his/her needs.

You should submit the opinion to the school. The headteacher will decide whether the school is able to provide the support your child needs. If not, you will be informed about other schools where your child can be enrolled and where his/her special needs will be properly cared for.

Educational advisory and counselling centres in Gdańsk
CLICKABLE IMAGE OR QR CODE IF THE MATERIALS WILL BE PRINTED

<https://www.gdansk.pl/urząd-miejski/wydział-rozwoju-społecznego/poradnie-psychologiczno-pedagogiczne,a,32811>

Does your child have learning difficulties?

If your child has learning difficulties, inform the headteacher. If you have documents confirming your child's specific difficulties - submit them during the meeting at the school.

In order to confirm the degree of the learning difficulties or to obtain a new diagnosis, the headteacher will refer you to an educational advisory and counselling centre, where team of specialists will issue an opinion and recommendations concerning your child's education. These may include additional educational activities, a visit to a specialist or recommendations on how to convey information and adapt learning materials during lessons.

INFORMATION FOR PARENTS AND GUARDIANS

In Poland, consulting educational advisory and counselling centres and using the services of a psychologist in assessing the child's development is standard practice for parents and legal guardians. A quick diagnosis allows to mitigate potential difficulties and adapt teaching methods. The diagnosis is strictly confidential and no one but you will know about it without your permission.

- **Support offered at school**

School counsellor

In addition to teachers, schools employ counsellors to support children in their development. A person performing this function is responsible for supporting teachers and looking after the needs of all students. School counsellors can be consulted by children and their parents or guardians when they have difficulties at school or just want to talk about their feelings or differences about education in Poland.

School counsellor dedicated to children with migration experience

Some schools in Gdańsk employ dedicated counsellors for children with migration experience. These are persons who come from the countries of the majority of the students who do not speak or speak poor Polish at a given school. Their task is to provide support to families of newly admitted students and work with the school to help with integration of the children.

Common room

After finishing the lessons for the day, your child can wait for you in the common room, where he/she can relax, do homework or play with other children. Common rooms have a supervisor who takes care of the children, helps them with their homework and ensures their safety.

School canteen

Schools have a canteen where children can eat meals - one hot meal a day is served during the long break, usually around noon. Depending on the financial situation, parents may be exempt from paying a fee for their child's meals. Ask about the details in the school office.

Additional Polish lessons

If your child does not speak Polish or speaks poor Polish, he/she will receive extra Polish lessons, which may be conducted individually or in groups, as extracurricular activities (2 lessons per week).

Remedial lessons

Newly admitted students who have not studied in Poland before may receive free remedial lessons in the subjects they have difficulty with. The relevant decision will be made by the headteacher. Such lessons may be conducted individually or in groups, one additional lesson per subject and for a period not exceeding 12 months.

- **Gdańsk Education Platform (GPE)**

The Gdańsk Education Platform is available at edu.gdansk.pl. It can be used both by parents and guardians, as well as children in the course of their education.

The Gdańsk Education Platform you enable you access to the grade record of your child, your child's situation and events at school. You will also be able to contact the homeroom teacher and learn about the plans and opportunities offered by the school.

You can obtain access credentials to the Gdańsk Education Platform in the school secretary's office.

NOTE!

The electronic grade record, visible to parents and guardians after logging on to the Gdańsk Educational Platform, informs about the child's current grades, behavior and general situation. The information is updated through messages sent by teachers. Stay up to date and remember to check the information posted in the electronic grade record frequently!

- **Remote learning**

Since the outbreak of the COVID-19 pandemic, every now and then schools may switch to remote learning. This means that lessons are conducted online and each child should join them at home, using their own computer.

What if your child does not have a computer?

If you are not able to provide your child with his/her own computer for remote learning, please inform the homeroom teacher.

The city of Gdańsk offers various programmes and organises collections to allow all children attending school to receive their own computer for remote learning. The computers are completely free of charge and the school is obliged to provide them.

If, despite your request, the school refuses to help you obtain a computer for remote learning, please contact the City Hall of Gdansk.

Department of Social Development
+48 58,323 67 27

You don't speak Polish? Write an e-mail
in your language!

- **Attendance and remote learning**

Every resident child between 7 and 18 years of age is required to attend school, whether physically in lessons conducted in the school building or remotely. Children aged 6 are obliged to attend a kindergarten or a pre-school department. Each parent and guardian is responsible for ensuring that their child attends lessons and show interest in the child's academic progress.

The attendance of each child is monitored by the homeroom teachers. Each case of absence must be excused and explained by the parent or guardian.

Consequences for unexcused absence of the child

If a child's absence from school is unexcused and exceeds one-half of the days of school in a given month, the school will be required to report the situation to the municipal authorities, which may initiate legal proceedings regarding the child's situation. The parents may risk a fine or, in more serious cases, proceedings before a family court, which in the worst case scenario may end with a restriction of parental rights.

3. HOW TO ENROL A CHILD IN A STATE PRIMARY SCHOOL?

This section describes how to enrol a child at a state primary school in Gdańsk.

STEP 1. Choose the school

Find a state primary school located in your district, closest to your home.

List of school districts

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<https://www.gdansk.pl/urząd-miejski/wydział-rozwoju-społecznego/obwody-gdańskich-szkół-podstawowych-wykaz-ulic-na-rok-2022-2023,a,213823>

Primary schools are usually identified by their number. Some of them also have a patron, for example Gen. Władysław Anders Primary School No. 57.

If you would like to enrol your child in a school outside your district, search for another school with a suitable offer for your child.

List of free state primary schools

CLICKABLE IMAGE OR QR CODE IF THE MATERIALS WILL BE PRINTED

<https://www.gdansk.pl/urząd-miejski/wydział-rozwoju-społecznego/gdańskie-placówki-oswiatowe,a,30689>

If you want to enrol your child in a private school, you must look for a school on your own, according to your preferences and budget.

STEP 2. Contact the school

You must make prior appointment at the school. You can find the school's contact details on its website. Without an appointment you may not be admitted to the school grounds.

You don't speak Polish?

If you do not speak Polish, send an e-mail to the school in your mother tongue. In the e-mail write that you want to enrol your child at the school and provide basic information:

- your name and your child's name,

- your child's age,
- your country of origin and language(s) you speak,
- languages your child speaks,
- if you intend to bring another person to the meeting, indicate it,
- if the person you want to bring to the meeting can help with interpreting, indicate it, too.

If you have received an e-mail in Polish, you can translate it using Google translator available on the Internet or any other translator you usually use. Schools try to send messages in the language of the parents, but this is not always possible.

STEP 3. Prepare the necessary documentation

Application forms

During the meeting at the school, you will be given an application form to fill in for your child's enrolment. If you have chosen a school outside your district of residence, you will have to fill in an additional enrolment form. In addition, if you want to enrol a child who is 6 years old and you have the necessary documentation, described in chapter one - you will also need application for enrolment of a 6-year-old child to the first grade.

Attachments to the applications

You will need to attach to the applications documents concerning your child's education, as well as your own and your child's personal details. You will find a list of required documents in the checklist attached to this guide. The school may require additional documents. You will be informed accordingly in a reply to your e-mail or during the meeting.

NOTE! Bring to the meeting all documents you have concerning your child's previous education, even if they are not mentioned in the attached list. They will be used to assign your child to the appropriate grade and may be the basis for exemption of your child from taking additional tests to determine his/her skills.

If you do not have records of your child's previous education, please inform the headteacher of the school. The school will make arrangements to prepare tests of knowledge and skills in order to assign your child to the appropriate grade.

Translation of documents

Some documents need to be translated by a certified translator. If you are not sure whether the documents you have should be translated by a certified translator, ask the school headteacher during the meeting. You can always bring the missing translations later.

NOTE! Certified translations of documents are made by a certified translator who holds a special licence. This means that translations made by other translators will not be accepted.

List of certified translators in Gdańsk
CLICKABLE IMAGE OR QR CODE IF THE MATERIALS WILL BE PRINTED

<https://arch-bip.ms.gov.pl/pl/rejestry-i-ewidencje/tlumacze-przysiegli/lista-tlumaczy-przysieglych/search.html?City=gda%c5%84sk>

The list of required documents can be found in the →**CHECKLIST**

STEP 4. Appointment with the headteacher

During the meeting, the headteacher will verify your documents and determine if additional information will be required. You will be introduced to the future homeroom teacher of your child. You will see the school and learn about its policies, rules and regulations. You will receive answers to any questions you may have and be informed about the next steps regarding the admission process.

In addition to the headteacher, the future homeroom teacher, school counsellor and a member of the secretarial staff may attend the meeting.

STEP 5. After the meeting

During or after the meeting, you will receive an e-mail with instructions on the next steps regarding the admission process.

If you have received an e-mail in Polish, you can translate it using Google translator available on the Internet or any other translator you usually use. Schools try to send messages in the language of the parents, but this is not always possible.

If there is something you do not understand or have any doubts, you may contact the person indicated by the headteacher during the meeting.

4. MY CHILD AT PRIMARY SCHOOL - BASIC INFORMATION

Help your child prepare for starting education at a primary school in Gdańsk. Familiarise yourself with the information in the brochure "Welcome to Gdańsk School".

It is a publication which will help you and your child learn about the schedule of the school year, customs at school and necessary items the child will need. You can use it as a notebook to organise the preparation process. You can ask for a paper copy at school or download it from the internet and print it out.

CLICKABLE IMAGE OR QR CODE IF THE MATERIALS WILL BE PRINTED

<https://www.gdansk.pl/migracje/witajcie-w-gdanskiej-szkole,a,178205>

- **My child's behaviour - what do I need to know and look out for?**

It is not easy for adults, let alone children, to adapt to a new and completely different environment. Just like ourselves, our children have been brought up in a particular culture, they are accustomed to certain norms of behaviour and actions. In a new country, they are confronted with a different reality and different expectations, which may sometimes be hard to understand and frustrating.

Moreover, it is not children who make a decision to move to a different country. Often they have to leave their friends, memories and a sense of comfort. In the new reality, they will have to get used to a completely different routine, which will require a lot of effort from them and may take a long time. Therefore, it is important to show them understanding and support.

Culture shock

Stress resulting from the difficulty of adapting to a new environment is referred to as culture shock. It is a natural process and affects every person who changes their country of residence.

Faced with culture shock, your child may start to behave differently. He/she may be irritable, rude, aggressive or quite the opposite - withdrawn and apathetic. Due to the stress experienced, he/she may have trouble concentrating and - as a consequence - learning difficulties. Since he/she is forced to learn a new language, he/she may have difficulty expressing themselves.

It is important to be prepared for your child's different and often challenging behavior and to support them at every step. School staff are familiar with the processes associated with culture shock, and try to ensure - as much as possible - that children are comfortable with the new situation.

- **What to do to mitigate your child's culture shock?**

Be open to meeting other parents and guardians

It is not easy to make friends when you are new to an environment, especially if you do not speak Polish. Remember, however, that parents or guardians who speak your language or are from your country may be sending their children to the same school. Meeting them and introducing your child to his/her peers can be an opportunity to make new friends, as well as exchange experiences about living in Poland.

How to establish contact with other parents or guardians?

You can meet parents and guardians of other children attending the school at parent-teacher meetings, held to discuss organisational issues and the children's academic progress. If you do not speak Polish, the teacher may invite you to individual meetings. In that case, you can ask for assistance for putting you in contact with other parents or guardians who speak your language.

You can also meet parents and guardians of children who go to the same school as your child outside the school. They may live in the neighbourhood, go to the same shops as you or take their children to extracurricular activities at community or sports centres in your neighbourhood. Observe your surroundings and do not be afraid to approach them. They were probably once in the same position as you.

Get involved at school activities

Getting involved at school life will help you meet new people and get to know other parents and guardians. It may also positively affect the way Polish parents perceive you, which may later be reflected in the relationship of other children with your child. Your friendly attitude and openness to meeting others will definitely be perceived in a positive light.

In order to get involved in school activities, contact your child's homeroom teacher. Parents are usually asked for assistance during events or school trips.

If you are able to communicate in Polish, ask about the possibility of joining a parent council - a group of parents and guardians who work together with the school to support the education process of children - or the class committee, made up of a group of parents and guardians who help organise the matters of a particular class.

Enrol your child in activities where he/she will meet other children from your country or from other countries

Meeting other children, their parents and guardians who speak your native language and are from the same country as you will give your child a sense of break from the alien environment. It can be relaxing to find yourself, even for a moment, in an environment that you completely understand, and may help you make friends with people who have gone through the same difficult process of adaptation to a new cultural reality.

Nurture your child's sense of identity

Do not forget to nurture your child's sense of belonging. This can be achieved by fostering your child's awareness of his/her origin, attachment to the culture and traditions of the country in which he/she was born and to which he/she is connected by the past and often even by external appearance. Therefore, it is worth to consider enrolling your child in classes on the knowledge, history or language of your country of origin.

You can inquire about such classes at your child's school or at the embassy or consulate of the country you come from. In Poland there are also organisations founded by representatives and representatives of different cultures and traditions. One of such organisations that is active in Gdańsk is the Association of Ukrainians in Poland, which organises various events for people who came to Gdańsk from Ukraine and other countries.

- **What to do if you struggle with the new situation?**

In addition to teaching staff, schools employ professionals who can support both your child and you. These are usually school counsellors dedicated to families with migration experience.

The school counsellor takes care of the psychological well-being of students and also their parents. They are always willing to meet with you and talk about your situation. If necessary, they will give you advice on where to go or who to contact for help.

If the counsellor at your school does not speak Polish, ask the contact person at your school to arrange a meeting with an interpreter.

The school counsellor dedicated to families with migration experience is a person who usually comes from the country of the majority of children with migration experience studying at a given school. She/he usually has the required competence and qualifications to provide support to newly admitted students, as well as their parents and guardians.

If you do not want to ask for support at school, contact an independent organisation that helps new residents of Gdańsk or the Support Centre for Immigrants.

CLICKABLE IMAGE OR QR CODE IF THE MATERIALS WILL BE PRINTED

<https://cwii.pl/>

DOCUMENTS TO BE SUBMITTED TO THE SCHOOL IN CONNECTION WITH THE ADMISSION PROCESS

Some of the documents to be submitted to the school in connection with the admission process should be translated by a certified translator. Others may be translated by a translator/interpreter without such qualifications or simply by a person who speaks Polish and a foreign language at a level sufficient to explain the content translated.

A certified translation is made by a professional translator who holds a special licence authorising them to certify official documents. The price for a certified translation is usually higher than for a regular translation. You can find a list of certified translators on the website of the Ministry of Justice:

[LIST OF CERTIFIED TRANSLATORS](#)

BRING THE FOLLOWING TO THE MEETING AT SCHOOL:

<p>PASSPORTS, YOUR OWN AND YOUR CHILD'S RESIDENCE CARDS, OTHER DOCUMENTS PROVING YOUR IDENTITY</p> <p>If you are applying for international protection, bring Temporary Foreigner's Identity Certificates issued by the Office for Foreigners.</p> <p>You may bring to the meeting either original documents or their copies - a photocopy of the first page (i.e. the one with your photograph and personal data) of each passport or a photocopy of the front page of the residence card.</p> <p>The passport or residence card will be used to confirm your and your child's identity. The school has no right to verify information concerning the legality of your stay or work in Poland. Remember, you are not obliged to confirm such information.</p>	<input type="checkbox"/>
<p>YOUR CHILD'S BIRTH CERTIFICATE</p> <p>You should bring the original birth certificate of your child and its translation by a certified translator.</p> <p>If you do not have your child's birth certificate, bring with you another document confirming that you are the child's parent or legal guardian. Do not translate such a document. The school will inform you whether you need a translation.</p> <p>If you have decided to exchange your child's birth certificate for a Polish document, remember that the Registry Office will not return the original issued by the country where the child was born. In this case, bring the Polish birth certificate of your child to school.</p>	<input type="checkbox"/>
<p>PROOF OF RESIDENCE IN GDAŃSK</p> <p>Bring the original document and its copy to the meeting.</p>	<input type="checkbox"/>

<p>The proof of your residence in Gdańsk may be a certificate of registration, a lease agreement, a statement of the apartment owner confirming that he/she is lending you the apartment free of charge, or - if you are the owner of the apartment - a notarial deed of ownership.</p>	
<p>CERTIFICATE OF COMPLETION OF THE LAST GRADE WHICH YOUR CHILD ATTENDED</p> <p>You should bring the original certificate and its translation by a certified translator.</p> <p>If you do not have the certificate of completion of the last grade which your child attended, you may instead bring a certificate or other document issued by the school abroad, which confirms that your child studied there and which contains information about the grade or stage of education that he/she completed.</p> <p>If you do not have any documents confirming your child's education in your previous country of residence, the headteacher of the school will ask you to make a statement concerning your child's education.</p> <p>Do not translate any other documents that are not a certificate of completion of the last grade your child attended. At the meeting with the headteacher, provide explanation of the content of the documents. The headteacher will then make a decision whether a translation will be needed.</p>	<input type="checkbox"/>
<p>OPINION OF THE PREVIOUS HOMEROOM TEACHER CONCERNING YOUR CHILD</p> <p>Bring the original opinion and its translation to the meeting.</p> <p>If you do not have such an opinion, bring any other documents confirming your child's learning progress. It may be a grade record or other information issued by the school. Bring with you any documents that could help the school determine your child's level of knowledge and skills.</p> <p>Do not translate any other documents that are not the official opinion of the previous teacher. At the meeting with the headteacher, provide explanation of the content of the documents. The headteacher will then make a decision whether a translation will be needed.</p>	<input type="checkbox"/>
<p>DOCUMENTS CONFIRMING SKILLS AND SPECIAL ABILITIES OF YOUR CHILD</p> <p>Bring all diplomas, certificates and other documents confirming your child's special abilities to the meeting, such as certificates of participation in competitions or contests, along with their translation.</p> <p>Information about your child's special abilities and skills will be especially useful for the future homeroom teacher of your child to take better care of his/her development.</p>	<input type="checkbox"/>
<p>DOCUMENTS CONFIRMING HEALTH PROBLEMS AND INTELLECTUAL DYSFUNCTIONS OF YOUR CHILD</p>	

<p>Bring to the meeting all opinions, certificates, observation and examination results prepared by specialists concerning your child along with their translations.</p> <p>Based on such documents, the school will be able to take care of your child's proper development. The records provided are confidential information to which no one will have access without your permission.</p> <p>Remember that if you do not disclose information concerning your child's health problems and intellectual dysfunctions, it may have a negative impact on his/her further education and adaptation to the new environment.</p>	<input type="checkbox"/>
<p>ID PHOTO OF YOUR CHILD</p> <p>The permitted size of the ID photo is 3.5 cm x 4.5 cm. It can be taken by any local photographer. It will be required for your child's school ID card.</p> <p>The school ID card entitles student to discounts on public transport throughout the country. If you additionally obtain a Gdańsk Resident Card, your child will be able to commute for free on buses and streetcars in the city of Gdańsk. He/she will also receive discounts on tickets to various places, such as swimming pools, museums and theaters throughout Poland.</p>	<input type="checkbox"/>
<p>CERTIFICATE OF INCOME OF YOUR FAMILY REQUIRED IN ORDER TO ESTABLISH ELIGIBILITY OF YOUR CHILD TO RECEIVE FREE MEALS AT SCHOOL</p> <p>Ask your employer for this document. You must provide the school with the certificates for all the income-earning persons at your household. If any of the adults in your household is not working, bring proof of registration at the Employment Office.</p> <p>The eligibility of your child to receive free school meals depends on the parents' income. If you meet the eligibility criteria, you will be able to apply for free meals at school for your child. Since the criteria related to income are subject to changes, inquire with the school for the current threshold.</p> <p>If your income exceeds the eligibility threshold for free school meals, you will have to pay for them. Ask the school about the fees.</p> <p>If your child has special dietary restrictions - inform his/her homeroom teacher.</p>	<input type="checkbox"/>

ADDITIONAL DOCUMENTS REQUIRED BY THE SCHOOL:

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<p>.....</p> <p>.....</p>	
<ul style="list-style-type: none"> 	

DURING THE MEETING YOU WILL BE ASKED TO:

<p>FILL OUT AN APPLICATION FORM TO ENROL YOUR CHILD AT SCHOOL</p> <p>You will need to attach any documents you bring with you to the application form.</p>	<input type="checkbox"/>
<p>FILL OUT AN APPLICATION FOR A SCHOOL ID CARD</p> <p>You will need to attach an ID photo to the application.</p> <p>The school ID card will entitle your child to use the library and receive discounts, for example on public transportation within the country. If your child also has a resident card, he/she will be able to commute for free on buses and streetcars in Gdańsk.</p>	<input type="checkbox"/>
<p>INFORMATION ABOUT YOUR CHILD'S INSURANCE</p> <p>If you are not working or for other reasons your child cannot be covered by health insurance under your employment contract, you may ask the school to provide insurance for your child.</p> <p>You can submit a relevant request to the headteacher of the school.</p>	<input type="checkbox"/>
<p>CONSENT TO YOUR CHILD'S PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES</p> <p>Every school in Poland organises extracurricular lessons which are not compulsory; these include:</p> <ul style="list-style-type: none"> - Catholic religion, - ethics (learning about the values and norms in the world, as well as acquisition of critical thinking skills), - family life education. <p>You can ask the headteacher for the programme of these lessons and decide whether your child will participate in them.</p>	<input type="checkbox"/>



<p>The applications for your child's participation in religion and ethics lessons, as well as resignation from family life education lessons can be found in the brochure "Welcome to Gdańsk School" (see the link at the end of this document).</p>	
<p>SETTING UP AN ACCOUNT ON THE GDAŃSK EDUCATIONAL PLATFORM</p> <p>The Gdańsk Education Platform you enable you access to the grade record of your child, your child's situation and events at school. You will also be able to contact the homeroom teacher and learn about the plans and opportunities offered by the school.</p> <p>Access to the Gdańsk Education Platform will be necessary to enable your child to participate in remote learning.</p>	<input type="checkbox"/>
<p>INFORMATION ABOUT ACCESS TO COMPUTER FOR REMOTE LEARNING</p> <p>Since the outbreak of the COVID-19 pandemic, every now and then schools may switch to remote learning. This means that lessons are held online through the Gdańsk Education Platform. Your child will be required to participate using his/her own computer.</p> <p>If you are not able to provide your child with his/her own computer for remote learning, inform the headteacher during the meeting.</p> <p>The city of Gdańsk offers various programmes and organises collections to allow all children attending school to receive their own computer for remote learning. The computers are completely free of charge and the school is obliged to provide them.</p>	<input type="checkbox"/>
<p>IF YOU MEET THE INCOME CRITERIA, FILL OUT AN APPLICATION FORM FOR FREE MEALS FOR YOUR CHILD</p> <p>Please note, however, that only one meal is provided a day, which is served around 12.00 p.m. Please make sure that your child always brings a lunch.</p> <p>If your child has special dietary restrictions, inform his/her homeroom teacher.</p>	<input type="checkbox"/>

DURING THE MEETING, YOU MAY BE ASKED TO FILL OUT ADDITIONAL FORMS:

<p>AN APPLICATION FORM IF YOU WANT TO ENROL YOUR CHILD AT A SCHOOL OUTSIDE YOUR DISTRICT OF RESIDENCE</p> <p>In this application form, you will have to explain why you do not want or cannot enrol your child at the school in your district of residence.</p>	<input type="checkbox"/>
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<p>APPLICATION FOR ENROLMENT OF A SIX-YEAR-OLD CHILD TO THE FIRST GRADE</p> <p>You only need to fill out this application if you want your child to start education at the age of 6, in the first grade of primary school.</p> <p>For your child to be enrolled in the first grade of primary school at the age of 6, you must provide one of the following documents:</p> <ul style="list-style-type: none"> - certificate that your child attended kindergarten at the age of 5; - an opinion of a educational advisory and counselling centre stating that the child is ready to start education in the first grade of a primary school. 	<input type="checkbox"/>
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NECESSARY ITEMS YOUR CHILD WILL NEED:

Your child will receive textbooks from the school free of charge. The list of additional items your child needs to bring to school is presented below.

<p>SLIPPERS</p> <p>Some schools have a special policy about changing shoes to slippers. Ask your child's homeroom teacher for details.</p>	
<p>LUNCH</p> <p>The school provides only one meal per day - lunch which is served around 12.00 p.m. You must also provide your child with a sandwich or other snacks.</p> <p>The school usually has a small shop on its premises where children can buy snacks. Check what kind of food is sold there.</p> <p>If your child has special dietary restrictions, inform his/her homeroom teacher.</p>	
<p>PENCIL CASE</p> <p>The pencil case should contain all items needed for lessons. The basic items include:</p> <ul style="list-style-type: none"> - pen; - pencil; - eraser; - ruler; - scissors. 	

Ask your child's homeroom teacher about any other items the child may need in his/her pencil case.	
<p>NOTEBOOKS</p> <p>The child will need a separate notebook for each subject. Some are checkered, some have single lines or double lines. Ask your child's homeroom teacher which notebooks you should buy.</p>	
<p>GYM CLOTHES FOR PE LESSONS</p> <p>Suitable gym clothes for PE lessons usually include shorts, a T-shirt and gym shoes. If your child requires different clothing, inform his/her homeroom teacher.</p> <p>PE lessons at school are usually conducted between other lessons. Therefore, children must change clothes in common changing room, separate for girls and boys. If your child needs special arrangements for changing clothes, inform his/her homeroom teacher.</p>	

FAMILIARISE YOURSELF AND YOUR CHILD WITH THE MOST IMPORTANT INFORMATION ABOUT SCHOOLS IN GDAŃSK - DOWNLOAD THE "WELCOME TO GDAŃSK SCHOOL" BROCHURE.

["WELCOME TO GDAŃSK SCHOOL" BROCHURE](#)

NOTES:

CERTIFIED TRANSLATOR WHO WILL MAKE A TRANSLATION OF YOUR DOCUMENTS:

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TRANSLATOR WHO WILL MAKE A TRANSLATION OF ANY OTHER DOCUMENTS NEEDED:

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OTHER IMPORTANT INFORMATION:

