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Quality control policy

At The Embassy International School we care about the quality of our service.

We have a number of measures in place to ensure we deliver a high quality service:

Curriculum safeguards

We have whole-school coordinators who specialise in certain key curriculum areas to develop policy, identify resources and opportunities, monitor pupil progress, and design special projects to promote areas of learning, integrate each area of learning with the whole programme and establish and oversee delivery of intervention measures as necessary.

- Literacy coordinator
- Numeracy coordinator
- Internationalism coordinator
- Pupil pastoral care coordinator
- IPC coordinator
- Special Educational Needs coordinator
- English language development coordinator
- MEN coordinator

External testing

- We use the ISA (International Schools' Assessment) test – reputable, international, external testing service where we can compare child progress with similar schools internationally.
- Membership of International Schools' Associations

Staff training

- All teaching staff are mandated to engage in continuing professional development. Each teacher has an annual review with the Head of School to establish developmental needs and a programme of study.
- The school organises in-service training at least three times per year.

Employment safeguards

- We use a standardised recruitment process.
- All applicants fill in a standard application form
- All applicants are interviewed in person or by skype
- All applicants must provide police clearance or equivalent
- All applicants must read our policy documents prior to completing the application form
- All teaching staff must hold qualifications in pedagogy
- All employees go through induction training
- All employees are subject to a period of three months probation followed by a review with the Directors
- Safeguarding Officer

Complaints policy

In any institution misunderstandings and mistakes occur. In the interests of all stakeholders The Embassy International School has established a procedure to deal with complaints as follows:

There is a permanent Complaints, Feedback and Suggestions Committee consisting of the Directors, one member of auxiliary staff and two members of teaching staff. These staff members are appointed by the directors and remunerated for their time in committee according to an hourly rate. All complaints should be submitted to the Chair of the committee (who should not be a director) in writing. The committee will have a secretary who will take minutes of each meeting and inform interested parties of the outcome of discussion of issues raised.

Whilst the minutes of the committee meetings will be confidential, each matter raised must be responded to and a decision of any action to be taken must be communicated, together with a summary of reasons.

The committee will meet within one calendar month of any complaint being received and not less than once per year.

Dr Lindsay Davidson, Head of School
Embassy International School



Reviewed January 2017
(Next review July 2017)