

The page features a decorative graphic on the right side consisting of three blue circles of varying sizes, each with a lighter blue ring around its center. Two thin blue lines intersect at the top left, forming a large 'V' shape that frames the circles. The largest circle is at the top right, a smaller one is in the middle, and the largest of the three is at the bottom right, partially cut off by the edge of the page.

DEVELOPMENT PLAN OF “EDU VALEM” PRIVATE SCHOOL

2017-2020

Tallinn, 2017

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I INTRODUCTION

The development plan of “Edu Valem” Private School is a document that lays down the fields of school development, the action plan for three years, and the procedure for updating the development plan.

The development plan is based on the aims and statutes of MTÜ Edu Valem, and the statutes of “Edu Valem” Private School.

II GENERAL DATA

Name of school: “Edu Valem” Private School

Address: Tartu mnt 23, Tallinn

Head of School: Natalia Rea

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The founder and owner of the school is MTÜ Edu Valem.

2.1 Location and catchment area

“Edu Valem” Private School is located in the city centre of Tallinn at Tartu mnt 23 near a park.

Due to its good logistical accessibility, the school offers a learning opportunity for the children of the City of Tallinn as well as its close surroundings, the rural municipalities of Viimsi, Rae and Jõelähtme.

The favourable location of the school makes it possible to visit cultural facilities in the surroundings and organise training visits to a nearby park, all of which contribute to the diverse development of the children.

2.2 History

The founder and owner of the school is MTÜ Edu Valem that also founded and owned the Private Secondary School of Vladimir Kornienko (VK Eragümnaasium) located at Pallasti 41, Tallinn.

The Private Secondary School of Vladimir Kornienko commenced its activity in September 1991. At first, it only had one class of eleven children. By the academic year of 2008/2009, the school already had 203 students and 40 teachers working with them. All of the teachers had the required professional qualification and a working experience of five to twenty years.

The Private Secondary School of Vladimir Kornienko was an educational institution aimed at guaranteeing the children an intellectual, creative and moral development, and preparing them for the acquisition of higher education. In addition to compulsory subjects, the students specialised in learning English and German.

English was taught on the basis of a special program which had been commissioned on the example of an American school “School of Tomorrow”. According to this program, children started learning English already in the first grade (four subjects). By the end of the learning period, most graduates were ready to continue their educational path with the language of instruction being English.

Learning German started in the seventh grade. German was taught on the basis of a special program aimed at passing examinations and obtaining a certificate at the German Cultural Centre, as it allowed the students to continue their educational path at German universities.

The students started to learn Estonian in the first grade. The school had highly educated and competent teachers who made it possible for the students to continue their studies at Estonian universities with the language of instruction being Estonian.

In 2008, the Private Secondary School of Vladimir Kornienko was named the best school of Estonia based on the results of state examinations.

Unfortunately, the school was closed down in 2009. The owner of the school, MTÜ Edu Valem, continued its activity in the field of pre-school education by significantly expanding the nursery school “Edu Valem”.

As at 1 January 2011, “Edu Valem” Nursery School had 120 children. Currently, the number of children is 240.

On 1 September 2011, MTÜ Edu Valem restarted its activity in the field of general education by opening “Edu Valem” Private School in the premises of “Edu Valem” Nursery School at Pallasti 41, Lasnamäe, Tallinn, which is managed by MTÜ Edu Valem.

2.3 Overview of the school premises

As planned, the school opened its doors in a new school building in the city centre of Tallinn, at Tartu mnt 23, and commenced teaching in the autumn of 2012 with two sets of classes in two classrooms. The school plans to grow by one class and classroom per year. There is an agreement with the holder of the school building for guaranteeing the necessary room for expanding the school in the next ten years. In addition to classrooms, “Edu Valem” Private School can use an assembly hall, a dining hall, a gym, and a learning kitchen. Classrooms will be taken into use gradually according to the number of students and the sizes of class sets. Each new classroom that is taken into use will be provided with equipment necessary for the corresponding number of students.

III DESCRIPTION OF THE PRINCIPAL ACTIVITY AND CONCEPT OF THE SCHOOL

3.1 Development principles of “Edu Valem” Private School

“Edu Valem” Private school is a basic school (for the first and second stage of study). The principle of the school is to proceed from the wholeness and diversity of human beings with the purpose of opening up possibilities for development and self-realisation hidden in every child.

Wholeness

For the children to be happy and independent, it is necessary to develop their intellectual abilities, creativity and social skills. Equal attention needs to be paid to knowledge as well as creative thinking, balanced emotional life and a healthy will.

Cooperation

At school, children learn through activities, cognition and acknowledgement. The hands, the heart and the head learn to cooperate. The school intentionally develops sociability as well as the ability to reckon with one another and to act for a common purpose. Teachers are partners for the students, and their duty is to bring the subject to children through experiences.

The functioning of the school is based on a tripartite cooperation between the children, their families and teachers. This cooperation represents freedom in spiritual life, equality in terms of one's rights, and fellowship in economic life.

Rhythm

In the everyday life of people, rhythm is what helps them function efficiently and effectively. Just as balanced breathing is the foundation of good health, the alternation of rhythms supports learning.

School life runs in a rhythm that takes into account the natural alternation of days, weeks, months and seasons. Every school lesson also has its own rhythm – a certain fixed sequence of activities that gives the children a sense of security and keeps their minds awake. Traditional festive events for celebrating the alternation of seasons and months give the children confidence, and promote the development of their aesthetic taste, the ability to express oneself and the experiences of achievement.

Environment

The school environment should have a harmonising effect on the senses. The school emphasises everything that is natural – natural materials and tastes, the pure sound of human voice, vivid sounds of music, harmonious colours, etc. It is also very important to give children enough time to finish their activity calmly, and to perceive and memorise what has been learned.

3.2 Vision

The school is an integral and free development environment for the whole family where developmental progress is based on independent activities, creation, self-determination, the

development of skills necessary for life, and the acquisition of knowledge. Teachers are responsible for their ideas, words and acts, and are their conscious creators. Teachers, parents and children are equal as human beings, and their mutual respect, trust and love support spiritual development.

3.3 Mission

Our mission is to create a harmonious growing environment for the sake of a young person's physical, spiritual and mental development.

3.4 Development directions

3.4.1. Developing the process of teaching and learning

- Teaching the children by implementing the best pedagogical practices
- Enabling the in-service training of teachers
- Supporting the personal development of teachers
- Involving parents in educational activities

3.4.2. Developing cooperation

- Intra-school cooperation
- Cooperation between the child, school and home
- Joint activity of teachers
- Group activities for joining families
- Cooperation with local municipalities
- Cooperation with cultural facilities
- Awareness-raising activities

3.4.3. Developing intra-school management

- Consistent work of the Teachers' Council
- Consistent work of the School Board
- Consistent work of the Head of School
- Consistent work of the Head Teacher
- Implementing and supplementing the development plan
- Preparing and implementing the budget

- Guaranteeing the existence of necessary funds

3.4.4. Creating a learning and development environment

- Rooms and equipment
- Recreational activities
- Cultural activities
- Library

3.5 Description of the education service

The aim of the school is to provide basic education for children in grades one to six, and to shape free and integral personalities according to certain patterns in children’s development. The school carries out its aims with the help of cooperation between teachers and parents.

“Edu Valem” Private School commenced its activity in the academic year of 2011/2012 with one first grade. A new first grade will be added every academic year. By the academic year of 2016/2017, the school will achieve the full volume of basic school stages I to II.

MTÜ Edu Valem will decide on whether the school can be expanded to a nine-grade basic school based on the existence of necessary social and economic resources.

3.6 Description of the staff

The teaching staff of “Edu Valem” Private School comprises class and subject teachers, long day group teachers and hobby group instructors. Every class has its own class teacher who will support, teach and educate the children from the first to the sixth grade.

The development of the school and the need for class teachers by years:

Academic year	Number of class sets	Number of class teachers
2017/2018	10	10
2018/2019	12	12

2019/2020	14	14
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“Edu Valem” Private School only employs qualified and professional teachers. Most of our class teachers have graduated from the pedagogical programs of Tallinn University and the University of Tartu. Teachers with other kind of pedagogical secondary vocational or higher education are, if necessary, directed to in-service training at Tallinn University or the Open University of the University of Tartu.

3.7 Risks and possibilities for the prevention thereof

Risks	Possibilities for risk prevention
If the school’s activity and the interest of parents continues to grow, the premises currently in use may become insufficient	Looking for possibilities for expansion and larger premises
General deterioration of the economic environment and consequent decrease in the ability of parents to pay the tuition fee	Using other sources of financing

3.8 Sources of funds for the standard period of study

Funds necessary for the activity of “Edu Valem” Private School are received from the following sources:

- (1) grants from the state budget;
- (2) grants from the budget of Tallinn City Government;
- (3) tuition fee paid by parents;
- (4) donations from legal and private persons;
- (5) grants from endowments and foundations.

The prognosis concerning the sources of funds for the academic years 2013/2014 and 2015/2016 is based on opening a new set of class with twenty children every year, the size of classrooms taken into use, current grants from the state and Tallinn City Government, and the current amount of tuition fee (i.e. EUR 235 per month).

IV Action plan for three years (from 2013/14 to 2015/16)

Learning and teaching

Activities	Results	2017/18	2017/18	2017/18	Person responsible
Implementation of the curriculum of “Edu Valem” Private School	Harmonious development of the children	+	+	+	Teachers’ Council Owner of the school
Development of the curriculum	Curriculum that conforms to contemporary requirements	+	+	+	Teachers’ Council Head of School School Board Owner of the school
Enabling the personal development and constant in-service training	Professional, motivated and satisfied teaching staff				Teachers’ Council Owner of the school

of teachers					
Opening new hobby groups	Children who are creative, empathic and interested in new knowledge				School Board Teachers' Council
Raising the awareness of parents by means of various trainings	Parents who are interested in the wellbeing and development of the children and the school	+	+	+	Teachers' Council Owner of the school School Board

Cooperation

Activities	Results	2017/18	2018/19	2019/20	Person responsible
Creating traditions	Unified school family	+	+	+	Teachers' Council
Further development of the school's insignia	Strengthening affiliation to the school	+	+	+	Owner of the school School Board
Conducting family	A warm and open	+	+	+	Teachers' Council

conversations	cooperation that supports the child between the class teacher and the home				Parents
Organising monthly concerts at the school	Sharing success experiences, expanding the cooperation between the child, school and home	+	+	+	Teachers' Council
Organising student and family events (outings and camps)	A stronger sense of familiarity	+	+	+	School Board Owner of the school Teachers' Council
Organising events aimed at teachers	Teachers who support and value one another	+	+	+	Teachers' Council Head of School Owner of the school
Conducting conversations with teachers	Teachers who appreciate and support	+	+	+	Head of School Teachers'

	one another				Council
Involving people who support and value the concept of the school	Strong and creative core staff carrying the concept of the school	+	+	+	Teachers' Council School Board Owner of the school
Cooperation with local municipalities	Valued school family, support from local municipalities equal to municipal schools	+	+	+	Owner of the school Head of School School Board
Cooperation with Tallinn City Museum	Valuing and preserving cultural legacy and spirituality Joint events	+	+	+	Head of School Head of the Teachers' Council School Board Owner of the school
Cooperation with Edu Valem Nursery	Friendly relations and joint	+	+	+	Head of School Owner of the

School	events				school
Informing parents and children of learning possibilities	Open days for students and the parents of pre-school children	+	+	+	School Board Owner of the school Head of School
Communication with the public (updating the homepage on a daily basis, publishing articles in written media)	Open relations, distribution of current and true information	+	+	+	Head of School Owner of the school School Board

Intra-school management

Activities	Results	2017/18	2018/19	2019/20	Person responsible
Guaranteeing the Head of School management trainings	Qualification and competence necessary for running the school	+	+	+	Owner of the school
Regular meetings	Collegial and efficient	+	+	+	Head Teacher

of the Teachers' Council	management of the pedagogical work of the school				
Electing the members of the School Board	Involving professional competence in different fields into the activity of the school		+	+	Head of School Parents Teachers' Council Owner of the school
Regular meetings of the School Board	Operational management of matters arising in the everyday work of the school; common interest of parents, teachers and the owner of the school in the performance of every	+	+	+	Head of School

	student and the whole school				
Hiring additional class teachers	Expanding the school by opening a new first grade		+	+	School Board Owner of the school
Hiring an executive secretary	Everyday smooth functioning of the technical organisation of the school		+	+	Owner of the school
Consistent updating of the development plan	The development plan contains the action plan and development priorities for the next three years by the fourth semester of every academic year	+	+	+	Head of School School Board Owner of the school

Following and supplementing the statutes of the school	Smooth functioning of the organisation of studies	+	+	+	Head of School Head Teacher School Board Owner of the school
Preparing the budget and finding necessary funds	Planning of economic resources, smooth functioning of the school	+	+	+	Head of School School Board Owner of the school

Creating an environment that supports learning and development

Activities	Results	2017/18	2018/19	2019/20	Person responsible
Preparing a new classroom and purchasing necessary furniture	Development and growing environment that meets all requirements, and is integral and inspiring	+	+	+	Owner of the school Head of School School Board
The acquisition of new teaching aids as required	All classes are properly supplied with teaching aids	+	+	+	Head Teacher Head of School Owner of the school
Organising	Teaching aids	+	+	+	Head Teacher

courses on the preparation of various teaching aids for parents and teaching staff	which have been created for the school with one's own hands and heart under professional instruction				Head of School Parents Owner of the school
Creating new hobby groups at the school	The expression and development of the interests and talents of students	+	+	+	School Board Teachers' Council
Opening a long day group, if necessary	Safe and diverse afternoon activities that satisfy the needs of children	+	+	+	School Board Head of School Head Teacher Owner of the school
Creating and supplementing the school library	Development of reading experiences and habits	+	+	+	Head of School Head Teacher Owner of the school

Renovating the school building	Development into a nine-grade basic school	+	+	+	Owner of the school
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V Procedure for updating the development plan

The implementation of the development plan is analysed and the development plan is supplemented every year. If necessary, the development directions of the school are corrected and the purposes of developing certain fields are specified. The development plan is published on the homepage of the school, and parents, students, teachers and the public are notified thereof. The development plan and any amendments to it must be approved by the Head of “Edu Valem” Private School and the members of the Management Board of MTÜ “Edu Valem”.

The development plan of “Edu Valem” Private School was approved at the general meeting of the members of the Management Board of MTÜ “Edu Valem” on 25.02.2017.