

Bylaws

for the self-governing institution **International School of Hellerup**

§ 1

Name and address

1.1.

The "International School of Hellerup" is a combined self-governing and independent educational institution with two departments in the Municipality of Copenhagen.

The activities of the school consist of the following:

- International primary school department (grundskoleafdeling) "**Primary Years Programme & Middle Years Programme**" - established in 2009.
- International high school department (international gymnasieafdeling) "**Diploma Programme**" - established in 2014.
- International kindergarten (børnehaven) "**Early Years Programme**" - established in 2015.
- Danish high school department (dansk gymnasieafdeling) "**ISH STX**" – established in 2022.

The institution changed its name from the "Østerbro International School" to the "International School of Hellerup" in 2016.

1.2.

The CVR (Central Business Registration) number of the institution is 32035884 and the school is located at the following addresses:

- Rygårds Alle 131, DK-2900 Hellerup, with the following departments:
 - Primary school (PYP = Primary Years Programme 1-5 and MYP= Middle Years Programme 1-4)
 - SFO (ASCP = After School Care Programme)
 - Kindergarten (EYP = Early Years Programme)

- Præstøgade 17, DK-2100 Copenhagen, with the following upper secondary departments:
 - Middle Years Programme 5 (1.g)
 - Diploma Programme – DP (2.-3.g)
 - Danish STX (1.g - 3.g)

§ 2 Purpose

2.1.

The purpose of the combined institution is to run school activity according to the applicable legislation in force at the time in question for private independent schools (friskoler) and private primary schools (private grundskoler) and to provide education according to the legislation for private institutions for upper secondary schools and the Danish Act on Education for Upper Secondary Examination (STX) (Lovgivning om private institutioner for gymnasiale uddannelser og Lov om uddannelse til studentereksamen).

The school also provides after-school care (skolefritidsordning - SFO).

The school also performs tasks under section 36 a and b in the Danish Law for Independent Schools and Private Primary Schools (Friskoleloven) as a private institution and private day-care (kindergarten) according to the provisions of the Danish Law for Daycare, Leisure and Club Offers for children and adolescents (the Day-Care Facilities Act / Dagtilbudsloven).

The School Board is in charge of the overall management of this day-care service. The provisions for the kindergarten are set out in a separate appendix to these Bylaws.

2.2.

The primary school (grundskolen) must provide an education that is consistent with the general requirements of the Danish Folkeskole. According to its purpose and in all its activities, the school must also prepare the students to live in a society like the Danish society with freedom and democracy - and develop and strengthen the democratic training of the students and their awareness of and respect for fundamental freedoms and human rights, including gender equality.

2.3.

In its international section, the International School of Hellerup aims to promote and offer an international education for foreign citizens and families staying in Denmark and wanting an education in English - as well as for Danish citizens and families wanting an international education – possibly with a view to living abroad.

2.4.

In the international IB section, the curriculum of the school is composed such that students, who pass the examination in 3.g. (equivalent to the 2nd year of the diploma programme) and have received an International Baccalaureate-approved (IB) ordinary diploma / high school diploma, are able to apply for admission to degree programmes all over the world.

2.5.

The purpose of the Danish upper secondary department (STX afdeling) is to offer upper secondary programmes in accordance with the approvals and the legislation for this.

2.6.

In the international department, the language of education is English according to approval from the Danish Ministry of Children and Education at the establishment of the school.

Language lessons in Danish are offered to all the students from PYP 1.

2.7.

The International School of Hellerup is a combined IB World School (IB continuum school) that provides all three IB (International Baccalaureate) main programmes in English:

The Primary Years Programme (PYP), the Middle Years Programme (MYP) and the Diploma Programme (DP).

The Primary Years Programme also includes the Early Years Programme (EYP) corresponding to kindergarten (børnehave) in Denmark.

In order to teach these IB programmes, the school must be approved by the International Baccalaureate Organisation (IBO) which is an international non-profit educational organisation. The International School of Hellerup was authorised by the IBO for the IB Diploma Programme and the IB Middle Years Programme in 2015 and for the IB Primary Years Programme in 2016.

2.8.

The education must comply with the laws and regulations in force at the time in question and the provisions laid down by the Ministry of Children and Education.

§ 3

The running of the school

3.1.

The running of the school is performed through government grants and through own payment according to the Danish Law on Private Schools and the Danish Law on Private Institutions for Upper Secondary Education – including school fees for the students and parental payment for after-school care and any contributions from others.

The kindergarten is run through municipal subsidies and parental payment.

The size of the parental payment is determined by the School Board.

3.2.

The funds of the school must only be for the benefit of the educational activities of the school. Any profits from the running of the school accrue to the school and must be used for consolidation in order for the school to have the funds to meet any future deficits and otherwise to the benefit of the school, e.g. improvement of teaching material, construction work, extensions and similar.

Contributions to the school do not entitle any part of the assets of the school nor any kind of returns.

3.3.

Available funds that are not necessary for the day-to-day running of the school are invested in accordance with the Law for Independent Schools and Private Primary Schools and the Law on Private Institutions for Upper Secondary Education. The funds cannot be deposited in accounts etc. that are at the disposal of others than the institution.

3.4.

Securities must be registered in the name of the self-governing institution.

§ 4

Parents' District and School District

4.1.

The Parents' District consists of the parents of the students at the school. The parents' rights under the Law for Independent Schools and Private Primary Schools and these Bylaws fall to the person(s) who have custody of the student. The school may regard the person where the child is in care as authorised to act on behalf of the holder of the student's custody apart from matters pertaining to start of school and duration.

4.2.

The School District is the background for the running of the school and during the start-up phase, it consisted of the initiative takers who established the school. The School Board approves the members of the School District and keeps a list of the persons who have registered as belonging to the School District.

At least half of the School District should, as far as possible, consist of parents or former parents at the school. Employees at the school cannot be members of the School District.

4.3.

The School Board determines any membership fee for the School District.

Membership of the School District does not give any special rights with respect to the assets of the school. The members are not personally liable for the financial obligations of the school.

4.4.

Membership of the School District gives access to right of voting by attending the annual general meeting. No one is entitled to more than one vote. It is not possible to vote by proxy.

5.5.

The School Board may cancel the membership of the School District if the member is in arrears with membership fee, school fees or other fixed payment to the school. Furthermore, the School Board may cancel the membership if a member obstructs the work of the school in a disloyal and persistent way.

§ 5

Composition of the School Board

5.1.

The School Board consists of 5 members with voting rights:

- 2 members are elected by the Parents' District.
- 3 members are appointed by the School District.

In addition to the board members, the following participants may be present at board meetings without voting rights according to these Bylaws:

- Head of School
- Alternate(s)
- Employee representative(s)
- Student council representative(s)

5.2.

3 alternates are elected for the School Board by the parents of the Parents' District.

5.3.

The minutes must state which board members and alternates are elected by the Parents' District and the School District, respectively.

5.4.

The members of the School Board and alternates are elected for a period of 2 years. The term of office commences in the year of the election after the annual general meeting and expires after the second full year at the annual general meeting. Re-election may take place.

5.5.

A board member cannot be deposed during the term of office.

5.6.

Board members must be legally competent, and at least a majority, including the Chairman, must be registered in the central national register, CPR, and reside in Denmark.

5.7.

To the extent possible, the School Board must have a balanced composition of women and men, see Section 11 (2) of the Danish Act on Equality of Women and Men.

5.8.

The Head of School, teachers and other staff at the institution cannot be members of the School Board and can only participate in the election of board members when they are also parents of students at the school (members of the Parents' District).

5.9.

The student council from the high school department appoints 1 representative to the School Board without voting rights.

5.10.

A board member must resign from the School Board immediately if the member no longer fulfils the qualification and/or the conditions for membership of the Board as laid down in Section 5 in Law for Independent Schools and Private Primary Schools - and Section 4 (3) in Law for Private Institutions for Upper Secondary Education or these Bylaws.

5.11.

If a board member elected by the parents or a board member appointed by the School District resigns during the term of office, the alternate joins for the rest of the term. If there is no alternate, a new board member must be elected or appointed as soon as possible for the remaining term of office of the person resigning.

5.12.

In the event of supplementation of the School Board during the term of office, the number of parents in the School Board must be maintained and a board member elected by the Parents' District can only be replaced by an alternate elected by and among the parents. If there are several alternates elected by the Parents' District, the supplementation is determined through election.

5.13.

The election procedure used must ensure that the 2 board members elected by the Parents' District are only proposed by the parents and are only elected by votes cast by the parents. These board members do not have to resign from the School Board if their children leave the school against the wishes of the parents.

5.14.

The School Board constitutes itself with a Chairman and a Vice-Chairman.

The Chairman and the Vice-Chairman are elected by the School Board.

The Vice-Chairman takes the place of the Chairman in the absence of the Chairman.

The School Board decides its own rules of procedure.

The Chairman convenes the board meetings with a written agenda at least 4 times each year and otherwise as often as found necessary by the Chairman.

Before the meetings, the Chairman informs the relevant persons about the subjects to be transacted at the meeting.

5.15.

The School Board forms a quorum when at least 3 members – including the Chairman or the Vice-Chairman – are present in person or online.

5.16.

The School Board makes its decisions by ordinary majority of votes among the persons present. It is not possible to vote by proxy or by letter. At equality of votes, the vote of the Chairman – and the Vice-Chairman if the Chairman is absent – shall be decisive.

5.17.

The board members are not personally liable for the debt of the school but may be responsible under the general Danish compensation rules. Board members cannot receive fees or similar payment from the funds of the school for performance of their duties as board members but may receive mileage allowance according to the government's rules in the Agreement on Official Travel of the Danish Ministry of Finance.

5.18.

The Head of School and representative(s) for the school's other staff normally participate in the School Board meetings without voting rights. The School Board may decide to suspend the attendance of the Head of School and the representative, respectively, if it is found appropriate.

5.19.

In the performance of their duties for the School Board, board members cannot be subject to decisions made by the organisation, institution, association, district or similar that has elected or appointed the person in question.

5.20.

A board member shall be disqualified in cases where the person in question or his or her next of kin has a financial or specific personal interest in the outcome of the case. Board members are covered by Chapters 2 and 8 on disqualification and duty of confidentiality etc. of the Danish Public Administration Act.

The Head of School and other school staff as well as any inspectors (tilsynsførende) are also covered by the provisions of the Public Administration Act on disqualification and duty of confidentiality.

§ 6

The Duties of the School Board

6.1.

The School Board is responsible for the general management of the school and is responsible towards the Danish Minister of Education that the financial circumstances and running of the school are in accordance with the legislation and other rules of law.

6.2.

The School Board is responsible for the financial and operational circumstances of the school and must manage the assets of the school for the optimum benefit of the school and take due financial considerations.

The day-to-day administration of the school is handled by the Head of School.

6.3.

The School Board employs and dismisses the Head of School after approval from the Ministry of Children and Education. The School Board also employs and dismisses other staff members; however, the School Board may transfer this right to the Head of School.

Employment and dismissal of staff for the school's senior leadership with direct reference to the Head of School and all organisational changes in relation to two levels below the Head of School must be approved by the School Board and must be made in accordance with the provisions of the procedures for employment prepared and approved by the School Board.

6.4.

The School Board determines the size of the school fees, the size of the parental payments for the after-school care as well as the kindergarten.

6.5.

The School Board is responsible for a true and fair annual report being prepared each year in accordance with the rules applicable. The School Board is responsible for the financial records being subject to a prudent audit according to the rules applicable and for the School Board electing an auditor.

6.6.

The School Board decides any purchase, sale and mortgaging of real property.

6.7.

The School Board decides any amendments to the Bylaws of the school.

6.8.

The School Board otherwise decides any matters concerning the school about which the School Board wishes to make a decision.

6.9.

The School Board must take minutes of board meetings and the related decisions.

All board members are entitled to have their opinions recorded in the minutes.

The Chairman must ensure that the decisions made are executed.

If disqualification is ascertained in a specific situation, this must be recorded in the minutes.

6.10.

In the event of inconsistency between the legislation and the wording of these Bylaws, the School Board must follow the legislation. The School Board is responsible for the Bylaws being consistent with the legislation in force at the time in question.

6.11.

The members of the School Board – and the other participants without voting rights at the board meetings who are mentioned in article 6.1. – are covered by the provisions in Chapters 2 and 8 of the Public Administration Act on disqualification and duty of confidentiality.

6.12.

The Board must immediately inform the Danish Ministry of Education if the school suspends its payments, is declared bankrupt or there is otherwise a risk of the school having to suspend its activities.

§ 7

Financial records, annual report etc.

7.1.

The financial year follows the calendar year.

7.2.

The School Board is responsible for the preparing of a budget and a true and fair annual report each year in accordance with the rules applicable. The financial records are prepared and audited according to the rules laid down by the Ministry of Children and Education. The financial records must be audited by an authorised public accountant or a registered accountant. The School Board ensures that the accountant fulfils the conditions for independency under the Danish Audit Act.

7.3.

In connection with submission of the annual accounts to the Ministry of Children and Education, all board members must sign the approved annual report and provide a solemn declaration that they comply with the conditions for being on the School Board.

7.4.

The School Board informs the Ministry of Children and Education about election of the auditor and any change of auditor. The auditor verifies the information of the school to be used for calculation of government grants.

7.5.

According to Section 36 a. of the Law on Private Schools, the school must prepare a specific budget for the kindergarten and keep separate accounts for this, and the accounts must form part of the overall accounts of the school.

§ 8

Right to obtain insight into budgets and financial accounts

Members of the Parents' District and school staff are entitled to request to obtain insight into budgets and financial accounts when these have been approved by the School Board and into the auditors' records. The School Board determines the specific rules for the right to obtain insight into matters pertaining to the school. This right can be extended to also include a larger group of persons. However, information covered by the provisions on duty of confidentiality of the Public Administration Act cannot be disclosed.

§ 9
Inspection (Tilsyn)

It rests with the Parents' District to inspect the general primary school activities. The Parents' District decides in which way this inspection is performed. The inspection is determined each year at the annual general meeting after proposals from the School Board. In addition, the school must follow the rules on inspection of the Law for Schools and Private Primary Schools, etc. and any executive orders issued to this effect.

§ 10
Annual General Meeting

10.1.

The School Board must discuss activities of the school democratically with the Parents' District and the School District at the annual general meeting.

10.2.

An ordinary annual general meeting is held each year at the school or at another suitable location in the home municipality. The general meeting must be held each year before June 15.

The annual general meeting is convened by the School Board in writing to the members of the Parents' District and the School District with at least one month's notice.

The convening notice must contain the following agenda as a minimum:

1. Election of Chairman
2. Report of the School Board
3. The School Board's presentation of the audited annual report for general information
4. Election of one or several board members and any alternates among and by the Parents' District
5. Announcement of one or several board members and any alternates appointed by the School District
6. Proposals received
7. Any other business

10.3.

Proposals to be discussed at the ordinary annual general meeting must be submitted in writing to the School Board no later than 3 weeks before the general meeting and they must be announced no later than 2 weeks before the annual general meeting.

10.4.

Persons who wish to stand for election as a board member must inform this in writing to the School Board no later than 3 weeks before the general meeting. Persons who have informed their candidacy will be announced within 2 weeks before the annual general meeting with their names and a written presentation.

In relation to candidates for the School Board, efforts must be made to achieve an equal representation of men and women.

10.5.

In connection with voting at the annual general meeting, the person or persons who have custody of one or more students have one vote. It is not possible to vote by proxy.

10.6.

Members of the school staff cannot be members of the School Board and can only participate in the election of the School Board when they are also parents of students at the school.

10.7.

Elections must be secret if requested by one or more members or if determined by the School Board.

10.8.

Within 14 days after the election of the new board members, the School Board constitutes itself by electing a Chairman and a Vice-Chairman.

10.9.

Extraordinary general meetings are held when requested by the School Board. Extraordinary general meetings must otherwise be convened by the School Board when requested in writing by 3 board members or at least one-third of the Parents' District.

10.10.

Decisions at an ordinary or extraordinary annual general meeting are made by the ordinary majority of votes apart from decisions as to the dissolution of the school.

10.11.

The general meeting forms a quorum regardless of the number of board members attending. Voting must be made in writing when just one attending member so requests.

10.12.

Minutes are prepared for the transactions and any decisions made at the general meeting and the minutes are signed by the Chairman.

§ 11

Powers to bind / authority to sign

The institution shall be bound by the joint signatures of the Chairman of the School Board and the Head of School - or by the joint signatures of either of these and the Vice-Chairman of the School Board. The powers to bind cannot be assigned to others and power of procuracy is not granted. The purchase, sale and mortgaging of real property will require the signatures of at least 4 of the board members, including the Chairman or the Vice-Chairman.

§ 12

The Head of School and other staff

12.1.

The Head of School is employed and dismissed by the School Board.

The Head of School is responsible towards the Ministry of Education, the Parents' District, and the School Board for the day-to-day educational management of the school in accordance with the legislation, regulations, and ministerial decrees applicable.

12.2.

As long as the institution runs a Danish high school programme (en dansk gymnasielinje), the Head of School must have teaching skills in one or more subjects within the upper secondary study programme for the upper secondary examination under Section 5 in Law on Private Institutions for Upper Secondary Education or otherwise be approved by the Ministry of Children and Education.

12.3.

The Head of School and the other school staff are covered by the provisions in Chapters 2 and 8 of the Public Administration Act on disqualification and duty of confidentiality etc.

12.4.

According to the guidelines of the School Board, the Head of School engages substitutes and other temporary assistance and is in charge of the day-to-day administration and staff management.

12.5.

The School Board may also make decisions about authorising the Head of School to a specified extent and under the responsibility of the School Board to perform overall management functions when this is necessary in order to achieve an appropriate daily management, including employing and dismissing permanently employed staff; however, see article 6.3. of these Bylaws.

§ 13

Amendments to the Bylaws

13.1.

Amendments to the Bylaws can only be made according to a decision made by the School Board.

13.2.

Amendments to the Bylaws, which have been ordered in writing by the Ministry of Education or that follow from amendments to Statutory Orders from the Ministry, can be carried by the School Board with at least a two-third majority. The School District and the Parents' District must be informed to this effect.

§ 14

Closure

14.1.

Apart from the situations where the School Board must ensure the liquidation of the school according to the legislation, a decision as to the closure of the school can only be made after a unanimous decision by the School Board.

14.2.

If the School Board must ensure the liquidation of the school according to the legislation or if the institution ceases to perform school activities under the Law on Private Schools or the Law on Private Institutions for Upper Secondary Education, the School Board must perform such closure. If possible, a prior hearing is performed at a general meeting.

The School District and the Parents' District must in any case be informed in writing by the School Board about this and the grounds to this effect immediately after the decision to close.

14.3.

It rests with the School Board to inform the Ministry of Education and the students' home municipalities about the closure of the school.

14.4.

The School Board is responsible for preserving the assets of the school and for the financial recording in connection with the closure of the school being performed according to the rules applicable and that the net capital of the school is used in accordance with these Bylaws.

The School Board must continue until the financial settlement of the assets and liabilities of the school has been completed according to the rules applicable, including that the net capital of the school is used in accordance with these Bylaws.

14.5.

Any excess funds must be used with the approval of the Ministry of Children and Education for school activities supported by the legislation.

§ 15

15.1.

These Bylaws shall only be valid when the subsequent relevant provisions have been fulfilled.

15.2.

At the formation, merger or demerger and at the establishment or discontinuation of a combination with another type of school, an original copy of the Bylaws must be submitted to the Ministry of Education for approval. The Bylaws must be signed by all board members and include information about the Chairman of the School Board and also of the Vice-Chairman if the school has such. The names and addresses of the board members must be stated in typescript or other legible writing. The approved Bylaws must be published on the school's website stating the time of the school's adoption of the Bylaws and the date of the approval of the Ministry and the date of publication on the website.

15.3.

In other cases, the Bylaws and Amendments to the Bylaws shall not take effect until they have been made public on the school's website. The Bylaws must be signed by all board members and include information about the Chairman of the School Board and also of the Vice-Chairman if the school has such. The names and addresses of the board members must be stated in typescript or other legible writing.

It must be stated on the website when the announcement at the website has taken place and when the decision has been made in accordance with the Bylaws.

Approved by the Danish Ministry of Children and Education on 5th of June 2014.

Subsequently updated on 17th of October 2017 and 8th of June 2022.

Latest update agreed by the School Board on 12th of April 2023.

Published at the website on 13th of April 2023.

Appendix: Bylaws for the International School of Hellerup Kindergarten

The International School of Hellerup Kindergarten is a private institution that is established according to Section 36 a of the Danish Law for Independent Schools and Private Primary Schools, etc., (Lov om friskoler og private grundskoler m.fl.) and Section 20 of the Danish Day-Care Facilities Act (Dagtilbudsloven). The Bylaws for the International School of Hellerup Kindergarten is an appendix to the overall Bylaws for the combined institution of the International School of Hellerup.

Framework

Under the Law for Independent Schools and Private Primary Schools, etc. and under article 2 of the Bylaws for the International School of Hellerup, the School Board of the International School of Hellerup (previously: the Østerbro International School) has on June 30, 2015, decided that the International School of Hellerup can run a day-care facility according to the Law for Independent Schools and Private Primary Schools, etc. and the Day-Care Facilities Act.

On November 24, 2015, the Municipality of Copenhagen confirmed in writing that the kindergarten of the International School of Hellerup (previously: the Østerbro International Preschool) has been approved as a private institution as of December 1, 2015. The Municipality of Copenhagen finds that the private institution complies with the approval criteria made by the Municipality of Copenhagen (of November 2015) for private providers of day-care facilities and is therefore entitled to grants - see Section 20 of the Day-Care Facilities Act.

The School Board for the combined institution of the International School of Hellerup, which includes high school, primary school and private day-care, thus constitutes the chief responsible School Board of the self-governing institution. This is based on the existing Bylaws for the International School of Hellerup that have been approved by the Danish Ministry of Education on the basis of the Danish Law on Private Schools.

§ 1 - The name and purpose of the institution

1.1.

The name of the private institution is the International School of Hellerup Kindergarten (previously: Østerbro International Preschool), domiciled in the Municipality of Copenhagen and located at Rygårds Alle 131, DK-2900 Hellerup.

1.2.

The institution has CVR (Central Business Registration) no. 32035884.

1.3.

The purpose of the institution is to function as a day-care facility for children who meet the age conditions of the Municipality of Copenhagen for attending a kindergarten and the age conditions of Section 36 a in Law for Independent Schools and Private Primary Schools, etc. The activities are also in accordance with the purpose clause and the fundamental values of the International School of Hellerup.

1.4.

The International School of Hellerup Kindergarten is an offer for all families with children; however, children on the waiting pool for the International School of Hellerup have right of priority. Furthermore, it is expected that the parents can accept the purpose of the International School of Hellerup and are willing to enter into trustful and loyal cooperation to this effect.

1.5.

The private institution must comply with the learning targets of the Day-Care Facilities Act and the targets and framework applicable in force at the time in question for children in day-care facilities, including the requirements made by the Municipality of Copenhagen for the requirement specification. The private institution sees itself as a contribution to the general and preventive initiatives for children in the Municipality of Copenhagen. Together with the parents, children and the International School of Hellerup, it will create the framework for improving children's development, welfare and independence.

1.6.

The aim of the educational work of the private institution is based on the age and development of the child, thereby working in close understanding and collaboration with the parents.

1.7.

The private day-care institution is open to all families with children irrespective of race, religion, gender and political opinion provided that the parents can accept the purpose and methods of the institution. The educational work must contribute to the upbringing and learning of the students in relation to understanding a society based on freedom and democracy.

1.8.

The primary language of the institution is English - see articles 2.3 and 2.6 of the School Bylaws.

§ 2 - Opening hours of the institution

2.1.

The institution must be open for a minimum of 48 hours and the opening hours are placed within the period from 6:30 am to 5:30 pm. In overall terms, the institution does not have more closing days than similar municipal institutions.

2.2.

The School Board may choose to change the opening hours and closing days. This will be informed to the parents at least 6 weeks before taking effect.

§ 3 - Terms of admission for the institution

3.1.

The institution has a waiting pool where children are admitted according to seniority and other conditions which are accessible on the school's website under admission. The institution is available for children with physical disabilities and special needs as in the other municipal institutions.

3.2.

The institution's waiting pool is open to children irrespective of race, gender, religion, and political opinion. Enrolment in the kindergarten takes place through the school's website. Children are admitted taking into account the age composition in the kindergarten.

3.3.

The institution gives right of priority to children who already have siblings at the International School of Hellerup.

3.4.

The institution is obliged to admit children who want a place in the institution and comply with the guidelines for admission unless there are no available places in the institution.

3.5.

When admitting children with a need for special support, the institution must contact the Municipality of Copenhagen with a view to assessing the need for support for the individual child. Costs for support resources are granted by the municipality according to a concrete decision.

3.6.

Children with physical disabilities can only be denied admission if the institution is not designed or cannot be designed for attending to the needs of the child or if the staff does not have sufficient skills to attend to the task.

3.7.

All admissions and withdrawals are notified to the Municipality of Copenhagen once a month.

§ 4 - The number and composition of children in the institution

4.1.

The institution admits children from 3-6 years of age.

4.2.

The premises at Rygårds Alle 131, DK-2900 Hellerup in the Municipality of Copenhagen are approved for 90 kindergarten children as of August 1, 2021.

§ 5 - Withdrawal/termination

5.1.

The deadline for withdrawal from the kindergarten is 3 months (+ current month if the withdrawal is made after the 15th of the month in question). Withdrawal must be made in writing and must be submitted to or delivered at the school's office.

5.2.

Termination from the school can occur in case of the parents' default of payment obligations or if the school assesses otherwise that the collaboration has to cease. Termination due to the parents' default of payment obligations will take place after a dialogue with the management of the school and after giving a notice of one month.

§ 6 - The Parent Board for the kindergarten

6.1.

The overall School Board is the chief authority for the International School of Hellerup Kindergarten and other activities according to the Bylaws of the International School of Hellerup. The parents'

rights otherwise follow from the School Bylaws.

6.2.

The Parent Board for the kindergarten consists of 5 members of which 3 must be elected by and among the kindergarten parents, one member is a management representative of the kindergarten, and one member is an employee representative elected by and among the employees.

In addition, 2 alternates are elected by and among the parents of the children in the institution.

6.3.

The Parent Board for the kindergarten is elected for a period of 2 years. Re-election may take place. The parents' representatives must resign from the School Board when they no longer have children in the kindergarten and the alternate will take office. It must be determined in advance who is the first and the second alternate.

6.4.

Parents with custody of children in the kindergarten are convened at an annual meeting in order to elect representatives and alternates for the Parent Board of the kindergarten. Only parents with custody of a child in the kindergarten can be elected to the Parent Board for the kindergarten.

6.5.

The Parent Board for the kindergarten holds a meeting at least once each quarter or when 3/5 of the Parent Board for the kindergarten makes a request for the holding of a meeting by contacting their chairman.

6.6.

The Parent Board for the kindergarten constitutes itself with a Chairman and a Vice-Chairman. The Chairman must be elected among the parents' representatives and is responsible for convening the Parent Board for the kindergarten and preparing the agenda. Decisions are reached by ordinary majority of votes. In the event of equality of votes, the Chairman's vote is decisive. Minutes are prepared of the decisions of the Parent Board for the kindergarten. The Parent Board for the kindergarten forms a quorum when at least half the members are present.

6.7.

The Parent Board must be consulted in connection with general changes in educational initiatives in the kindergarten as well as in the transactions of funds. The school's overall management and the overall School Board have the final competence in relation to the activities and the running of the kindergarten.

6.8.

The Parent Board for the kindergarten must determine the principles for the day-to-day activities of the private institution. Among others, these include:

- *Collaboration between the day-care facility and home.*
- *The creation of smooth transitions.*
- *How the resources in the local society can be brought into play with a view to creating a secure and educational learning environment for children in day-care facilities.*
- *The use of the budgetary framework determined by the overall School Board for the performance of the targets and framework that have been generally decided in the agreement with the municipality and in the School Board's prioritisation of the tasks for the entire self-governing institution.*

6.9.

The Parent Board for the kindergarten has the right of nomination when the overall School Board of the International School of Hellerup is to engage day-to-day management and staff members that will primarily be working in the kindergarten. The Parent Board for the kindergarten also has a right of opinion in relation to all relevant matters and it must be agreed how this right of opinion is exercised with respect to the Head of School and the overall School Board.

6.10.

In collaboration with the management and the staff of the private day-care institution, the Parent Board for the kindergarten participates in the preparation of an annual plan for the coming year. The annual plan must contain the general educational aim, educational principles, curriculum, and actual educational activities as well as a target and action plan for the involvement of parents in the activities of the institution.

6.11.

The functions and duties of the Parent Board for the kindergarten therefore relate to principles for daily routines and content in connection with the kindergarten and do not contain any competencies in relation to management or competencies for concrete dispositions and actions as such competencies lie with the overall School Board and the overall school management, respectively.

6.12.

According to the Danish Public Administration Act and the Danish Criminal Code, the members of the Parent Board for the kindergarten are subject to duty of confidentiality with respect to the information they become aware of as a result of their involvement in the International School of Hellerup. This duty of confidentiality also continues after the person in question is no longer involved in the International School of Hellerup.

§ 7 - Management

7.1.

The general management of the International School of Hellerup Kindergarten is performed by the overall School Board of the International School of Hellerup. The School Board takes the final decisions about employing and dismissing staff, the particulars for admission to the kindergarten, matters pertaining to financial accounts and budget, salaries and collective agreements, particulars for enrolment and withdrawal of children and determination of parental payment and collection thereof. The overall School Board also makes decisions about the use of any profits within the framework stipulated in the Executive Order on grants to private independent schools and private primary schools and the School Bylaws.

7.2.

The Manager of the International School of Hellerup Kindergarten performs, under a responsibility to the School Board and the Head of School, the day-to-day running of the kindergarten.

7.3.

In close collaboration with the school's pedagogical management, the Manager of the International School of Hellerup Kindergarten is responsible for the preparation and announcement of the pedagogical curriculum. The Manager must involve the management of the school in the preparation, evaluation, and follow-up of the pedagogical curriculum.

7.4.

The Manager of the kindergarten is responsible for performing language stimulation according to

Section 11 of the Danish Day-Care Facilities Act and also for preparing and making public the children environmental assessment (børnemiljøvurderingen). The children environmental assessment is reviewed at least every third year.

§ 8 - Staff matters

8.1.

The Management of the International School of Hellerup Kindergarten must have relevant educational background and experience. The composition of the staff must otherwise as a minimum comply with the approval criteria of the Municipality of Copenhagen.

People can be employed in trial jobs/job training.

8.2.

At the employment, a certificate of criminal record is obtained and vetting by the Criminal Records Office for a person's suitability to work with children is made. The record of child-related crimes or offences is kept in the staff file at the institution and must not be disclosed to third parties.

8.3.

The staff has a duty of confidentiality and a duty to report; a fact which is emphasised at the commencement of the employment.

§ 9 - Parental payment

9.1.

The overall School Board of the International School of Hellerup determines the size of the parental payment based on the kindergarten's general operating expenses, including the need for provision of funds for maintenance, development, ensuring of professional qualifications etc.

9.2.

Changes in the size of the parental payment can be made at one month's notice.

9.3.

Rules on the reduction or discontinuation of parental payment as well as rules on sibling discount can be made by the overall School Board.

§ 10 - Finances

10.1.

The financial year of the International School of Hellerup Kindergarten runs from January 1st to December 31st.

10.2.

The International School of Hellerup Kindergarten is an integrated part of the overall financial records of the school (the annual report). According to Section 36 a. of the Law on Private Schools, the school must prepare a specific budget for the kindergarten and keep separate accounts for this and the accounts must form part of the school's overall financial records. It must be possible to specifically extract the school's transactions regarding funds associated with the kindergarten, including municipal grants.

10.3.

The financial records for the International School of Hellerup Kindergarten are kept by the school and are audited by the school's authorised public accountant.

§ 11 – Inspection (Tilsyn)

11.1.

The Municipality of Copenhagen performs pedagogical inspection of the kindergarten. Additional supervision is performed by the School Board as the chief authority.

§ 12 - Liability/closure

12.1.

The overall Board of the International School of Hellerup is responsible for the kindergarten complying with any requirements that may result from other legislation and the agreements made with the Municipality of Copenhagen.

12.2.

The decision to close the International School of Hellerup Kindergarten is made by the overall School Board. In the event of the closure of the kindergarten, this will take place within the framework of the School Bylaws and the municipal specification of requirements that the kindergarten must meet.

§ 13 - Amendments to the Bylaws for the kindergarten

Amendments are decided by the overall School Board after consultation with the Parent Board for the kindergarten.

This Appendix to the Bylaws of the International School of Hellerup must be submitted to the City of Copenhagen for approval.

The Bylaws were approved by the Scholl Board of the International School of Hellerup on 12th of April 2023 and were published at the website on 13th of April 2023.