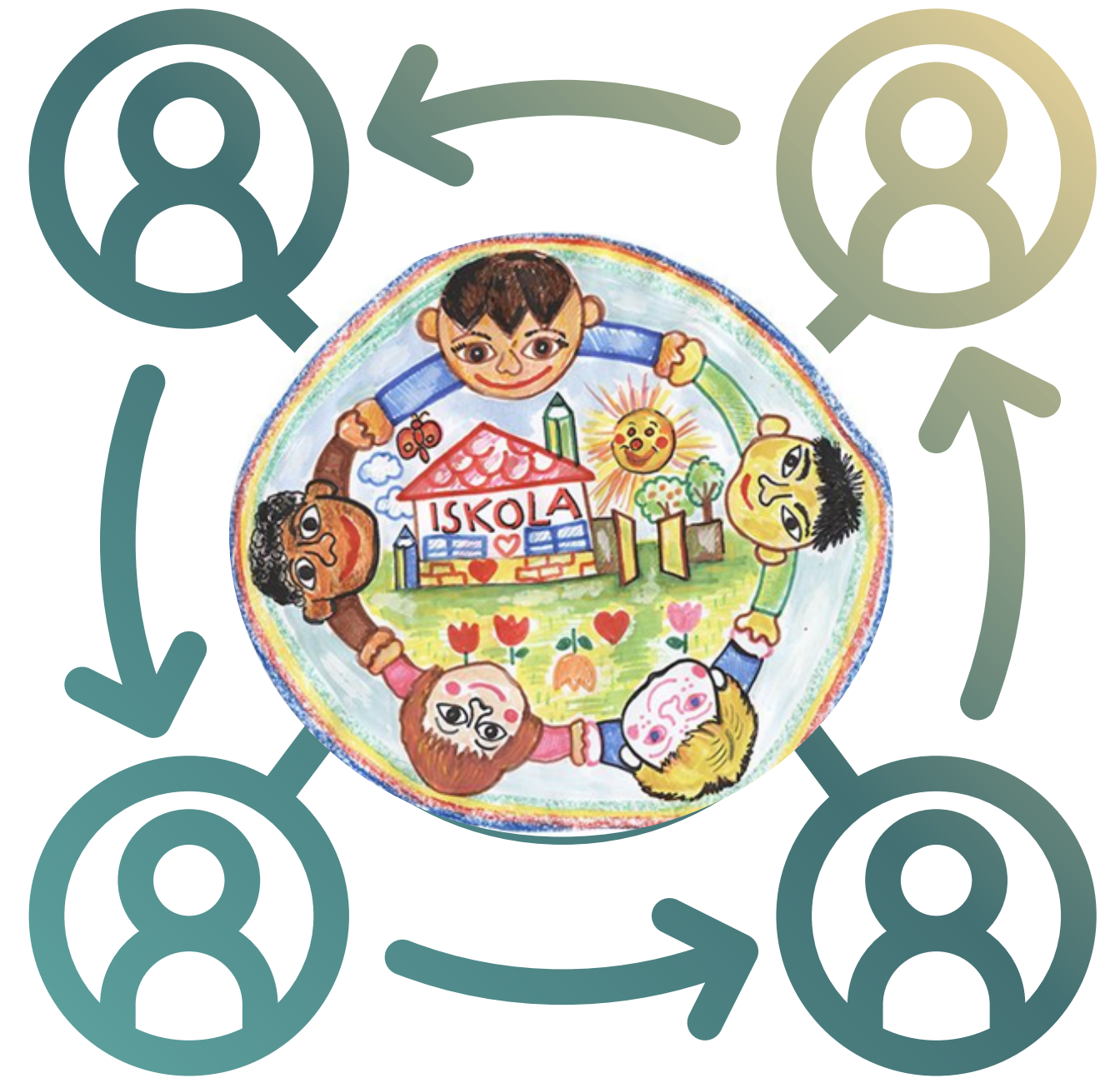


Unified Special Education Methodological Institution and Elementary School of Józsefváros

Orientation Guide for
Foreign Parents



 06-1-313-44-64

 titkarsag@jegymiai.hu



Welcome and Introduction to the School



Our institution aims to create a safe, accepting, and supportive environment for every child, where they can grow, learn, and thrive at their own pace.

We hope that through our cooperation, we can build a relationship that supports your children's daily progress and joyful school life.

Our Focus



In our institution, we provide personalized development and education for children with **special educational needs**.

Our main focus is teaching children with learning difficulties, but for several years we have also had the opportunity to admit students with autism spectrum disorder with normal intelligence, other psychological developmental disorders, or speech impairments.

Our Atmosphere



At our school, a friendly atmosphere, **small class sizes**, talent workshops (young artists, recorder, sports), and special activities help support development tailored to each student's **individual pace**.

Our institution's units



Elementary School Unit

- The special education elementary school is specialized in mild mental disabilities, autism and ADHD.
- As an elementary school we have 8 grades, we provide elementary education and we also prepare our pupils for secondary education.
- Our students come to us based on the recommendations of expert committees.
- The school's enrollment area is the Inner-Pest District Center, determined by the designation of the expert committees.



Traveling Special Education Teacher Network Institution Unit

- Our task is to help integrate children/students with special educational needs, support their rehabilitation development, and apply teaching methods that match competence development.
- The visiting teacher service provides special needs therapies for integration schools and kindergartens in the 5th, 6th, 7th and 8th districts of Budapest.
- We are specialized in language impairments, articulation disorders, learning disabilities, autism and ADHD.



Contact: [Józsefvárosi Egységes Gyógypedagógiai Módszertani Intézmény és Általános Iskola](#)

Definition of SNI (Special Educational Needs), administrative procedures, links



“A child or student with special educational needs is one who requires special treatment and, based on the expert opinion of a specialist committee, has a physical, sensory, intellectual, or speech disability, is multiply disabled if multiple disabilities occur together, or struggles with an autism spectrum disorder or other psychological developmental disorder (such as severe learning, attention, or behavior regulation difficulties).”



Act CXC of 2011 on National Public Education

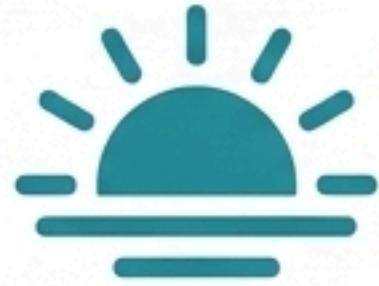


Expert Committee Examination of Children with Special Educational Needs:
[TASZ | Expert Committee Examination of Children with Special Educational Needs and Choosing a School with SNI Status.](#)



The website can be translated into the selected language as follows.

Useful Information about Daily School Operation



7:00-7:45 AM

Supervision provided.

Students must arrive at school by 7:45 a.m.



8:00 AM

Classes begin.

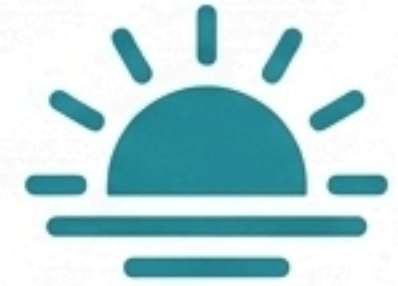
Classes start on the hour and last 45 minutes. Students have 8 lessons per day.



Afternoon
(7th/8th lessons)

Homework, extracurricular activities, and therapeutic/development sessions.

Parents will receive detailed schedules provided in September.



3:45-5:00 PM

Supervision provided.



Students must arrive with a parent or guardian and may leave only with an authorized parent or family member. The school office and homeroom teacher must be informed who is permitted to take the student home.

School Bell Schedule



General Schedule

Period	Start	Finish	Comment
Supervision	7:00	8:00	
1. óra	8:00	8:45	
2. óra	9:00	9:45	
3. óra	10:00	10:45	
4. óra	11:00	11:45	
5. óra	12:00	12:45	 Lunch time: 12:00-1-2. classes; 12:30-3-4. classes
6. óra	13:00	13:45	 Lunch time: 13:00-5-6. classes; 13:30-7-8. classes
7. óra	14:00	14:45	
8. óra	15:00	15:45	



Shortened Schedule

Period	Start	Finish	Comment
Supervision	7:00	8:00	
1. óra	8:00	8:35	
2. óra	8:40	9:15	
3. óra	9:20	9:55	
4. óra	10:00	10:35	
5. óra	10:40	11:15	
6. óra	11:20	11:55	
7. óra	12:00	12:35	 Lunch time: 12:00 - 1-2. classes; 12:20 - 3-4. classes
8. óra	12:40	13:15	 Lunch time: 12:40-5-6. classes 13:00-7-8. classes

School Year Schedule 2026/2027

Break	Period	Last day of school	First day of school
 Autumn Break	Oct. 23. - Nov. 1. 2026.	Oct. 23. 2026. (Thursday)	Nov. 1. 2026. (Monday)
 Winter Break	Dec. 19. 2026. - Jan. 3. 2027.	Dec. 18. 2026. (Friday)	Jan. 3. 2027. (Monday)
 Spring Break	Mar. 25. - Apr. 4. 2027.	Mar. 25. 2027. (Wednesday)	Apr. 4. 2027. (Monday)



First day of school:
Sept. 1. 2026.



End of first semester:
Jan. 22. 2027.



Last day of classes:
June 18. 2027.

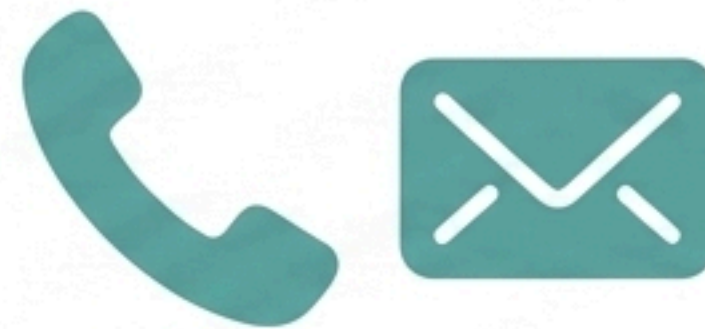


Total number of
school days: 180.

Presence and absence



If the student is absent from a class or compulsory activity, he/she must provide proof of absence.



The parent must report the student's absence to the class teacher or the secretary on the first day of absence.



The proof must be presented on the day of return from absence, but no later than three school days.

Forms of certification



Medical certificate

A doctor can only certify absences related to a health condition. Send directly to the institution via EESZT/Kreta systems. For longer absences, parent certifies every two weeks.



Excuse

The parent submits a written request to the principal, describing the reason and duration.



Certificate from an official organization

Issued by an official body if unable to fulfill obligations due to official measure (police, guardianship, psychological treatment, etc.).



Parental excuse

Max ten school days per academic year.
Only the Director General may grant permission for its extension-in justified cases.



Lateness

Recorded by the teacher. In the event of multiple instances of lateness, the durations are aggregated; if the total time lost reaches forty-five minutes, it is classified as an absence from one class period.



250 hours of absence

If a student's total excused and unexcused absences during the school year reach 250 class hours, and consequently their performance could not be assessed with a grade during the year, they cannot be evaluated at the end of the school year, unless the teaching staff grants permission for them to take a qualifying examination.

Communication with the school

Direct Contact



By email: titkarsag@jegyniai.hu

By phone: (06 1) 313 4464.

Contact with the child's teacher is primarily maintained in person, during parent-teacher meetings and consultation hours, as well as via email, and telephone (7:30 a.m. and 4:00 p.m.).

You &
The School



Electronic School Register (KRÉTA)

The primary means of written communication. Parents receive access credentials and must log in weekly to check progress and messages. Submit requests and absence notes here.

Link: [KRÉTA](#).



Meetings

Parent-teacher meetings: held at least three times during the school year.

Consultation hours: by individual appointment arranged in advance.



Interpretation

There's no interpreting at the school, but secretaries and some teachers speak English well. We gladly welcome the help of interpreters brought by parents.

House rules and behavioral expectations



The House Rules are available on the institution's website: https://jegymiai.hu/wordpress/wp-content/uploads/2025/03/Hazirend_20240902.pdf

Students are expected to:

✓ Comply with legal regulations and the institutional House Rules.

✓ Respect the human dignity of teachers, staff, and fellow students.

✓ Speak in a respectful and polite manner.

✓ Follow the instructions of teachers and adults working at the school.

✓ Consistently fulfill school obligations and maintain calm behavior.

✓ Participate in class and school events.

✓ Use school facilities and equipment under teacher supervision.

✓ Appear clean, well-groomed, wearing appropriate clothing (arriving without jewelry or makeup). Bring only necessary items.

Refrain from:

✗ Refrain from bringing or consuming substances harmful to health (tobacco, alcoholic beverages, drugs).

✗ Refrain from consuming beverages harmful to health-such as energy drinks-within the institution.

Expectations regarding studies



Assessment and Evaluation

Continuous monitoring through oral responses, written assignments, or practical activities.

First grade: descriptive assessment at end of both semesters.

Second grade: descriptive at end of first semester. From end of second grade, grades are: excellent (5), good (4), satisfactory (3), sufficient (2), and insufficient (1). Assessed by assigning at least one grade per month.



Developmental opportunities

Primary goal is personality development tailored to specific impairments; understanding their unique needs; unlocking potential on individual characteristics; correcting developmental deviations, and laying the foundation for general education. We employ a differentiated toolkit and individualized methods. Special emphasis on developing areas identified in expert assessments (cognitive functions, social skills, and motor skills).



Motivational system

A unified system of norms and rules to establish a student motivational system across all classes, taking into account individual rules. We aim to reduce behavioral and conduct-related issues.

Meals and Health Information



Meals



The school provides three meals daily: breakfast, lunch, and an afternoon snack.



Special meals can only be provided with a medical certificate or for religious dietary reasons. Documentation must be submitted to the school secretary and homeroom teacher.



Meal fees are paid monthly. We will post the payment date at the school entrance.



Illness & Cancellation

In case of illness, parents must call the school office at

+36-1-313-4464

by

8:30 a.m.

to cancel meals beginning the following day.
Any credited amount will be deducted from the following month's payment.

Health Regulations



Illness

Students may not attend school when ill. After illness, a medical certificate is required confirming that the student is healthy and may return to the community.



Medication

Medication may only be administered if prescribed by a pediatrician or specialist and supported by documentation. Medication must be handed over by a parent through the school office. Students are not permitted to keep medication with them.



Physical Education

Physical Education classes are held every day. Students who cannot participate for health reasons must provide a medical certificate.

The certificate must be handed to the school secretary and the class teacher.

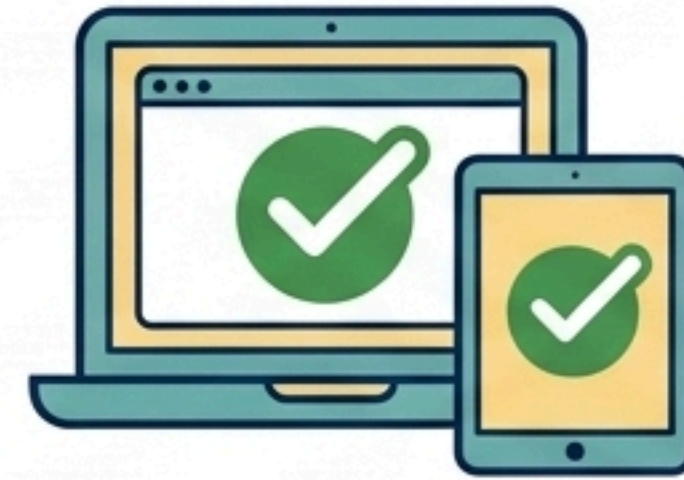
Use of digital tools



Mobile phone rules

Upon arrival at school, students are required to hand over high-value items to the school secretary's office for safekeeping; these items stored in a locked cabinet and returned to the student at the end of the school day.

Own devices (phones, tablets, laptops) may be used during lessons only with the teacher's permission, exclusively for educational purposes on the designated platform.



Use of tablets and laptops

The devices (laptops, tablets) stored at the institution - received under project RRF-1.2.1-2021-2021-00001, titled "Ensuring Conditions for Equal Access to Digital Education for Students and Teachers" - may also be used exclusively for educational purposes.

Teachers may authorize students to use the devices.

Data Protection and Data Processing



Data Protection & Photographs: Pursuant to Act CXC of 2011, the institution processes data of students and legal representatives. Consent for photos is requested at enrollment and start of the Consents are kept securely in the school office until parents want to make changes.



Data processing regarding students with consent:

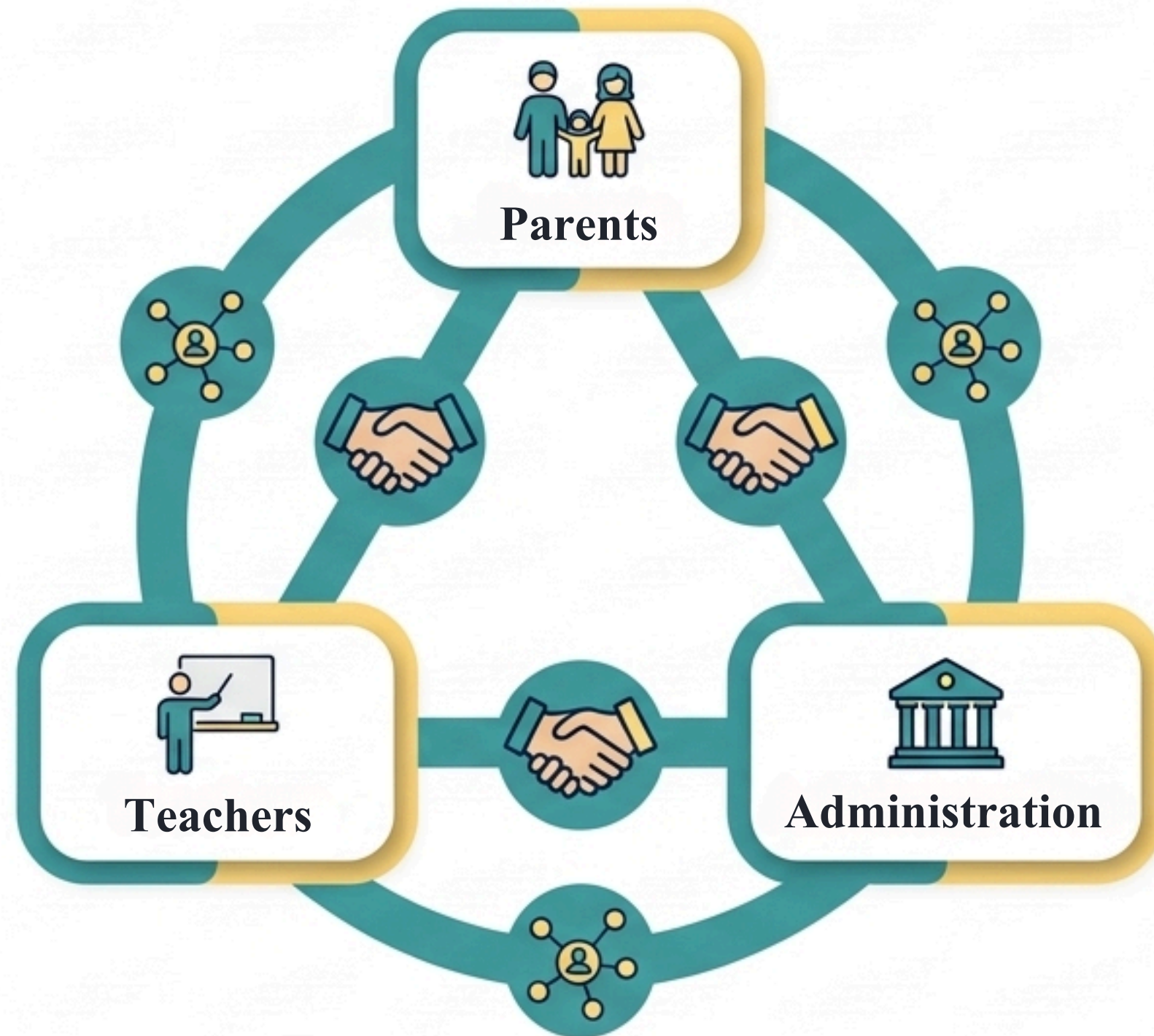
- 🛡️ Photograph (excluding recordings made at public events)
- 🛡️ Ethnic affiliation
- 🛡️ Religion
- 🛡️ Data concerning health status
- 🛡️ Data concerning psychological state
- 🛡️ Data concerning the family's social circumstances



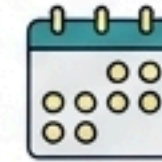
Processing of data concerning parents/legal representatives with consent:

- ✓ Parent's email address
- ✓ Parent's occupation
- ✓ Parent's workplace

Cooperation between school and family



Parent Meetings



Held three times a year: beginning, mid-year, and end of the school year. Led by class teachers to discuss useful information regarding class and school life.

Individual Consultations



With teachers; may be arranged by individual appointment.

Parents' Organization



Operates through elected representatives. Gathers parents' opinions and suggestions and forwards them to the school administration.

Administration Meetings



Organizes meetings for the parent organization three times a year. Leadership briefs parents, and parents convey views/questions. Parents may also initiate a meeting if the need arises.

Data Protection and Complaint Handling



Data Protection:

Parental consent forms regarding data protection are collected at enrollment and at the beginning of the school year and stored securely.



Submit complaints by e-mail (titkarsag@jegymiai.hu) or verbally.

Written records are made of verbal complaints. In the case of verbal feedback, we prepare minutes of the meeting.



Complaints are investigated and answered within 8 days by e-mail.

This document was made by:

Andrea Jenei, Ilona Gál-Schneider, Nóra Kovács, Beáta Boncz, Eszter Bozsó Nagyné

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