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Constitution of the Virtual Persian Academy

Article 1: Name

The institution shall be formally known as the “Virtual Persian Academy” (hereinafter referred to as “the school”).

Article 2: Purpose and Objectives

The school is hereby established as a non-profit educational organisation committed to the following objectives:

1. Educational Excellence

To deliver high-quality education in the Persian language to students of diverse ages and backgrounds, predominantly through online learning environments that foster accessibility and inclusivity.

2. Cultural Promotion

To raise awareness and appreciation for Persian language, literature, and cultural heritage, contributing to a global understanding and preservation of Persian cultural identity.

3. Linguistic Development

To support students in achieving fluency and confidence in the Persian language, enhancing their communicative abilities in speaking, reading, writing, and listening.

Article 3: Structure and Governance

1. Parent Organisation – Zambian Gems

The Virtual Persian Academy shall operate under the auspices of Zambian Gems, a UK-registered charity. Zambian Gems shall provide administrative oversight, financial governance, and regulatory guidance, ensuring that the school aligns with UK charitable standards and complies with relevant legal requirements.

2. Board of Directors

a. Composition

The governance of the school shall be vested in a Board of Directors (hereinafter referred to as “the Board”, which shall be composed of a minimum of three officers: a Chairperson, a Secretary, and a Treasurer. Additional positions may be added as deemed necessary by the Board to fulfil the school’s mission and operational needs.

b. Responsibilities

The Board shall be responsible for setting the strategic direction of the School, overseeing the implementation of its mission, managing financial health, and ensuring compliance with educational and charitable standards. The Board shall coordinate with Zambian Gems to secure strategic support and resources as needed.

3. School Director

a. Role and Authority

The School Director, appointed by the Board, shall be tasked with the daily administration of the Academy. Responsibilities shall include programme management, teacher recruitment and oversight, student admissions, and coordination with Zambian Gems. The Director shall act as the primary liaison between the School and Zambian Gems to ensure adherence to regulatory requirements and alignment with charitable objectives.

b. Reporting Structure

The Director shall report directly to the Board of Directors, providing regular updates on operational matters, academic progress, and financial performance.

4. Meetings and Decision-Making

a. Frequency of Meetings

The Board shall meet on a weekly basis, or as otherwise agreed upon, to discuss strategic and operational issues. Representatives from Zambian Gems shall be invited to attend as necessary to maintain alignment and offer advisory support.

b. Decision-Making Process

Decisions shall be made by a majority vote of Board members present at any given meeting. In cases of a tie, the Chairperson shall cast the deciding vote. All Board decisions shall be documented in the official minutes and retained for reference.

Article 4: Membership and Enrolment

1. Student Enrolment

a. Eligibility

Enrolment in the School shall be open to students of all ages and backgrounds, with preference given to individuals demonstrating a sincere interest in Persian language and culture.

b. Admission Process

Enrolment shall operate on a rolling basis, allowing students to join throughout the year based on class availability and School resources.

2. Membership

a. Definition

Membership is granted to the parents or guardians of enrolled students, granting them the right to participate in School events, attend open meetings, and engage with the school community.

b. Parental Involvement

The School encourages parents and guardians to participate in School-organised events and

provide constructive feedback to support the continuous enhancement of the curriculum and overall programme.

Article 5: Curriculum and Teaching

1. Curriculum Design

The School shall implement a comprehensive curriculum that balances Persian language skills—speaking, reading, writing, and listening—with components of Persian culture, literature, and historical knowledge. Curriculum development shall be overseen by the Board and regularly reviewed to ensure alignment with educational standards.

2. Teachers and Instructors

a. Qualifications

All teachers and instructors shall hold relevant qualifications in Persian language instruction. Preference shall be given to individuals with experience in online teaching and educational technology.

b. Professional Development

Teachers shall undergo an induction programme and participate in regular professional development initiatives to ensure high standards in pedagogy, cultural sensitivity, and technology use.

Article 6: Online Learning Platform and Resources

1. Platform and Technology

The School shall operate through an online platform that supports interactive learning, resource distribution, and real-time communication between students and instructors. The platform shall be designed to facilitate an inclusive and user-friendly learning experience.

2. Educational Resources

The School shall provide students with access to textbooks, digital tools, assignments, and

supplementary materials necessary for effective learning. Technical support shall be available to students and parents to address any issues with accessing or using the platform.

Article 7: Fees and Funding

1. Tuition Fees

a. Fee Structure

The School shall charge tuition fees that reflect operational costs while remaining accessible to a wide range of students. Fees shall be determined by the Board and reviewed annually to ensure sustainability and fairness.

b. Fee Waivers and Financial Aid

The Board may establish a financial aid programme to assist students with limited financial means, funded through donations and grants where available.

2. Funding and Donations

The School may seek additional funding through grants, sponsorships, and donations. All funds received shall be allocated towards enhancing educational resources, upgrading technology, and supporting financial assistance for eligible students.

Article 8: Code of Conduct and Discipline

1. Student Conduct

Students are expected to adhere to a code of conduct that promotes respect, engagement, and academic integrity. Disruptive or inappropriate behaviour shall be addressed through a formal disciplinary process, potentially leading to suspension or expulsion.

2. Teacher Conduct

Teachers are required to maintain professional standards, fostering an environment of respect, inclusivity, and support for all students. Any breach of conduct by teaching staff shall be subject to review by the Board, with disciplinary actions as appropriate.

3. Grievance Procedure

a. Submission of Grievances

Grievances from students, parents, or staff shall be submitted in writing to the School Director. The Director shall handle each complaint with confidentiality, impartiality, and integrity.

b. Resolution Process

The School Director shall investigate all grievances and, if necessary, consult the Board for guidance. Decisions on grievances shall be communicated to the complainant within a reasonable timeframe.

Article 9: Amendments

Amendments to this Constitution may be proposed by the Board of Trustees. A proposed amendment shall require a two-thirds majority approval by the Board to pass. Once approved, all amendments shall be communicated promptly to students, parents, and staff to ensure transparency and clarity.

Article 10: Dissolution

In the event of dissolution, all remaining assets of the school shall be transferred to an educational institution or charitable organisation that aligns with the School's mission to promote Persian language and culture, as determined by the Board of Trustees. The dissolution process shall adhere to all applicable legal and regulatory requirements.