
SCHOOL RULES

(As approved by the Conseil d'Établissement on 28 June 2018)

INTRODUCTION

It is the duty of the Lycée to provide a calm and orderly environment for pupils and staff alike. In an educational establishment the size of the Lycée such an environment can only be created and maintained with the active co-operation of all those who participate in the life of the school.

The purpose of the School Rules is to remind all members of the school community of their role in ensuring the safety of the pupils and the smooth running of the establishment, so that the excellent reputation of the Lycée is maintained.

1. DAILY TIMETABLE

Opening: 8h00
Lesson start: 8h30

| | |
|--------------------------------|---------------|
| M1: | 8h30 - 9h25 |
| M2: | 9h35 - 10h30 |
| Break: | 10h30 - 10h45 |
| M3: | 10h45 - 11h40 |
| M4: | 11h50 - 12h45 |
| 1 st lunch service: | 11h40 - 12h50 |
| 2 nd lunch service: | 12h45 - 13h55 |
| S1: | 12h50 - 13h45 |
| S2: | 13h55 - 14h50 |
| S3: | 15h00 - 15h55 |
| Break: | 15h55 - 16h10 |
| S4: | 16h10 - 17h05 |
| S5: | 17h10 - 18h05 |

The Lycée gates open at **8h00** sharp.

The gates at the roundabout in Queensbury Mews (gate C) close at **18h15** and the main entrance at 35 Cromwell Road at **19h00**.

2. MOVEMENT IN AND AROUND THE LYCÉE

Entrance through 35 Cromwell Road is strictly forbidden for pupils
(except for exiting after 18h15)

The Lycée gates are open according to the schedule below. However, Collégiens only, arriving outside these hours, will be taken care of and will go straight to the study room. *Lycéens* who arrive late are allowed, if they wish, to enter the lycée until 8:40 to go to a study room. However, they cannot enter classes after 8:30 am. They are accompanied to a study room (not the CDI / library) by an educational assistant. They can then return to class at 9:25 am.

| Gate C Reserved for <i>Collégiens</i> 6è, 5è, 4è, 3è, 3gcse | | Gate D Reserved for <i>Lycéens</i> 2de, 2gcse, 1è, PAL, Tle, TAL | |
|---|---|---|---|
| 08h00 - 08h30 | 13h45 - 14h00 | 08h00 - 08h30 | 13h45 - 14h00 |
| 09h25 - 09h35 | 14h50 - 15h00 | 09h25 - 09h35 | 14h50 - 15h00 |
| 10h30 - 10h45 | 15h55 - 16h10 | 10h30 - 10h45 | 15h55 - 16h10 |
| 11h40 - 12h00 | 17h05 - 17h10 | 11h40 - 12h00 | 17h05 - 17h10 |
| 12h40 - 13h00 | 18h05 - 18h15 | 12h40 - 13h00 | |
| Outside these times <i>Collégiens</i> must: | | Provided that they can prove they are <i>Lycéens</i> , they are free to use Gate C or D between the hours of 12h and 13h:45 Outside these times, the <i>Lycéens</i> must go to gate C. | |
| Arrive | Leave | To arrive | To leave |
| Pupils who are late are required to go to the <i>Vie Scolaire</i> (CPE/Head of Year's office) | Pupils who have a permission slip authorised by their <i>Vie Scolaire</i> (CPE/Head of Year's office) | | Pupils who have a permission slip authorised by their <i>Vie Scolaire</i> (CPE/Head of Year's office) |

**NB : At peak times Gate B will be open for pupils in 6è and 5è
At 18h05, the *Lycéens* must use gate C**

When arriving at or leaving the school, pupils should avoid congregating at the Lycée gates. They should not shout in the corridors or engage in any other noisy activity that could disturb those who are working. At the end of their timetabled lessons they should leave the Lycée as quickly as possible. They should not remain in classrooms or use equipment without the supervision of a member of staff.

Pupils will not be allowed to stay before and after lessons or during their breaks in the classrooms, corridors or buildings.

In the playground and at all other times except during games lessons ball games are only permitted if a sponge ball is used. Pupils should not linger in the immediate vicinity of the Lycée, particularly in the Mews, at the roundabout in Queensberry Way, and in Cromwell Place. These are matters of security and responsibility the importance of which should be clear to parents and pupils alike.

Pupils from the College and the Lycée are strictly forbidden from using the J.M Barrie playground (Primary playground). Movements through this playground between the Moliere building and the Victor Hugo building must be undertaken at walking pace due to the presence of very young pupils.

Collégiens (from 6ème to 3ème) must enter and leave the school through the roundabout gate C. At the end of their lessons, **Collégiens** must present their correspondence booklet to an educational assistant on duty to obtain permission to exit. If they do not have their booklet with them, they will be directed to the *Vie Scolaire* where they will be given a slip allowing them to leave school. Pupils who regularly forget their booklet will be punished accordingly.

Between lessons and at all other times pupils will move from one room to another in a quiet and considerate manner.

Any pupil who is unwell and needs to leave a lesson or supervised study to go to the Infirmary must be accompanied by another pupil and must report to the *Vie Scolaire* before returning to lessons. During lesson times, however, visits to the Infirmary should be limited to emergencies. Less urgent matters should wait until break or the lunch-hour. **Lycéens** considered unfit to return to class after visiting the infirmary, can only leave the school after the nurse or the CPE has obtained written parental consent (email) or if they are being picked up by their parents. Sick **Collegiens** cannot go home by their own means: a parent or an adult named by a parent must come to take the child.

School lunches are optional from 6ème to *Terminale*. The school canteen is open daily from 11h30 to 13h45. Once a pupil has opted to have lunch in the school this choice will hold for the year. If they have chosen to have lunch in the school, pupils must eat every day at the specific time allocated to them and always be courteous and respectful to the staff.

Pupils who have chosen at the beginning of the school year not to have school lunches are allowed to leave the Lycée during the whole lunch hour. They are however requested not to linger in groups in proximity of the school, particularly at the roundabout in Queensberry Way, in Cromwell Mews and on the steps of 35 Cromwell Road or of the adjacent houses.

Equally, pupils in **Lycéens** are allowed to leave the school premises during the day if they have no lessons, as well as during morning and afternoon breaks.

During free periods, **Lycéens** have use of study rooms, the CDI (library) and their common room.

Pupils are reminded, especially the **Lycéens**, to behave respectfully towards people both within and outside the school premises, and particularly in the nearby neighbourhood (no littering, loitering, noise or games...). Pupils or groups of pupils who are identified as disturbing the neighbourhood may be the subject of disciplinary measures provided for in these School Rules.

3. ATTENDANCE

All lessons are mandatory. Once optional lessons have been selected and accepted by the Lycée, attendance at all lessons is compulsory.

Lateness:

Punctuality is demanded of pupils. Late pupils will not be accepted in class. Only in exceptional circumstances will pupils be allowed in class upon presentation of a late slip supplied by the *Vie Scolaire*. An accrument of non-justifiable late arrivals will result in disciplinary measures.

Absence:

Parents are required to inform the CPE by telephone or by email on the day of an unforeseen absence.

For scheduled absences (such as medical appointments), parents must provide a written warning to the CPE at least 48 hours in advance. Failure to provide adequate warning will result in the pupil being denied authorisation to leave the premises, and a parent will be asked to attend school to sign a form absolving the school of any liability.

A doctor's note is required by the school for any absence lasting over 1 week. Any pupil absent from school for more than 2 weeks without providing a written explanation can be removed from the School Roll.

Written exemptions from sport lessons from a doctor or the family can only arise on a punctual basis. The sport teacher tells the student what they should do during the PE session or sends the student back to the CPE. In no case shall the pupil be allowed to leave the school without the consent of the CPE, in accordance with the procedures detailed. In the event of an exemption from sport lessons of 2 weeks or more, pupils must provide a medical certificate to their sport teacher. For Pupils in *Terminale*, exemptions from sport lessons of more than 1 week established by a doctor must be validated by the school doctor. In order to do this, pupils must go to the Infirmary to make an appointment with the school doctor. Please refer to the procedure on the Lycée's website under "service medical".

After any absence from school, a pupil must provide the CPE with a late slip signed by their parent or guardian in their correspondence booklet excusing the pupil, or failing that a letter to that effect. The CPE then issue the pupil with a slip authorizing them to attend class. Teachers cannot allow a pupil into their class if the pupil fails to provide this slip.

No *Collégiens* may leave the school premises without the explicit consent of the CPE, and any pupil found to be in breach of this rule will be disciplined.

Parents who intend to be away from London for any length of time must inform the Lycée and provide details of the person responsible for their child or children during their absence. In compliance with the UK child protection regulations, the school must notify the competent authorities of any breach of this obligation, when the pupil concerned is a minor.

The dates of all school holidays are published at the beginning of each academic year. These must be strictly adhered to.

4. GENERAL BEHAVIOUR

Every pupil is expected to uphold the school's reputation and be mindful of representing the Lycée in a positive light both within and outside its grounds. Vulgar, provocative or aggressive behaviour is to be avoided at all costs both within and around the school.

Whilst there is no uniform, pupils must dress decently and appropriately for school, and the Lycée reserves the right to turn away any pupil at the school gates found to be in violation of this requirement.

Pupils must not wear any emblems or clothing which give a clear reference to politics or religion, or to illicit substances, or which contain offensive words and phrases.

During break times pupils are asked to avoid games which could be violent or dangerous. Parents will be held responsible for any accident or damage caused by their child.

Any medication which a pupil may need to bring to school must be entrusted to the infirmary during the day. Pupils must not keep medication on them.

Pupils are not allowed to consume their own food and drink on school premises at lunch time. Chewing-gum is forbidden within the Lycée's buildings.

Smoking is forbidden within the school in compliance with the *English Law*. This ban extends to the vicinity of the Lycée as part of a campaign to educate primary and secondary pupils on the dangers of smoking.

Any activity such as betting, games, challenges between students which may result in individual financial gain or loss is strictly prohibited within the Lycée.

The possession, sale, exchange or consumption of alcohol or illicit substances is strictly forbidden. Any pupil found to be in possession of, or consuming, these within the school grounds or in the immediate vicinity will be sent home immediately. The Headteacher can take the decision of a temporary exclusion. In the case of a permanent exclusion, the decision is taken by the Disciplinary Board.

5. PROPERTY

Pupils are required to bring to class equipment specified by their teachers. The list of school supplies and textbooks is published on the school's website two months before the start of the new school year.

Pupils are expected to treat the school buildings and equipment with respect. Parents will be financially responsible for any damage caused by their children, who additionally may incur disciplinary measures for their actions.

In order to prevent addiction to screens and dangerous use (prevention of cyber-harassment), the use of mobile phones and of any connected devices is prohibited within the school premises. Students must therefore switch off their mobile phones upon entering the school. The same prohibition applies throughout school time, including outside the school premises (bus trips, outings). However, in the classroom and during educational activities outside the school, or in the Head of Year offices and at the CDI, students may be allowed to use connected objects if this use is related to the objectives pursued by the adult in charge of the students. Pupils who use their mobile phone at school without an express authorisation to do so can have it confiscated by a teacher or school staff (educational assistants, educational team administrative assistant, CPE ...). The student's parents or guardian - and only them - will be able to retrieve the phone from the deputy headteachers. In the event of a repeat offense, the mobile phone may be retained for several days.

The *Lycéens* are allowed to use their connected devices in the Tolkien courtyard and their common room which is reserved for them. In all the other spaces of the Lycée (courtyards and buildings), the provisions of the preceding paragraph apply.

Regarding the use of cameras: the image rights of the individual imply that no photograph or film of a member of the school community can be used on mass media without the agreement of the individual or of his legal representative. This legal obligation applies to all within the school, to students as well as adults.

It is forbidden to bring any potentially dangerous item on to the school premises.

Pupils should be wary of bringing to school any precious or valuable items. The Lycée cannot be held responsible in the event of any loss or theft suffered by a pupil.

6. PRIVATE STUDY

Study rooms and the library must be treated as places for quiet work and concentration. The Librarians or the CPE may allow the pupils to work independently, as long as they respect the trust that has been placed in them.

7. DISCIPLINARY MEASURES (punishments, sanctions and disciplinary measures)

1) Punishment

Punishments tackle minor breaches of discipline, and provide an immediate response to a lack of civility. Punishments can be handed out by teachers, educational assistants, CPE and management. They can also be handed out by educational assistants and CPE upon request from administrative and maintenance staff.

The current rules define punishments (which must be commensurate with the breach) as follows:

- Provisional withdrawal of the authorization to enter and leave for the *Lycéens*,
- Note written in the pupil's *Pronote account* by the teacher,
- Additional homework,
- Written warning to the pupil's family from the CPE,
- Week time detention in which the pupil completes a previously unfinished piece of work for the teacher,
- Saturday morning detention,
- Carrying out general school duties, with the agreement of the parents (cleaning school tables, floors, dining hall, tidying the library etc.),
- Exceptionally, in case of proven difficulty with a student, the teacher can exclude him/her from the lesson and send the student, accompanied by another, to the CPE in charge. The teacher must systematically complete an exclusion report as soon as possible.

Moreover, a verbal or written apology can be requested from the student.

In the event of damage done to the school buildings or their contents, financial compensation will be requested from the pupil's family.

Failing to observe the deadlines set by teachers for handing in homework can incur a zero grade.

REMINDER: Behavioural or attendance issues cannot be factored into a pupil's assignment's final mark. Lines and 'zeros' for poor behaviour are forbidden.

2) Sanctions

These address aggression towards school staff or school property and a pupil's serious failure to meet their obligations. Sanctions are handed out by the Headteacher or the Disciplinary Board. The following punishments can be meted according to the severity of the reported offence:

1. Official warning
2. Reprimand
3. The Accountability Measure, consists in participating, outside lessons time, in charitable, cultural or training activities for educational purposes.
4. Temporary suspension, for up to 5 school days, which may or may not be suspended
5. Permanent exclusion, which may or may not be suspended

This last measure may only be imposed by the Disciplinary Board chaired by the Headteacher or his/her deputy. The procedure for referral to the Disciplinary Board, its composition, its conduct and its characteristics are specified in the AEFÉ Circular on the organization and functioning of the AEFÉ schools and are summarized in the three paragraphs below:

The Disciplinary Board is composed of the Headteacher or his/her deputy, a CPE, the financial & administrative director, 5 staff representatives (4 teachers, 1 administrative staff).

Additionally,

- when the sanction concerns a **Collégien**, the board includes 3 College parents and 2 College students,
- when the sanction concerns a **Lycéen**, the board includes 2 Lycée parents and 3 Lycée students.

The Disciplinary Board meets when convened by the Headteacher. The invitation shall be transmitted at least one week before the meeting is held. The Headteacher may suspend the pupil from school until the Disciplinary Board meeting is held. This suspension is not a disciplinary measure but must be justified in writing.

The decision of the Disciplinary Board notified to the parents of minors or to the pupils over 18 cannot be appealed within the AEFÉ administered schools, but the parents of minors or the pupils over 18 may submit an administrative appeal to the Administrative Court of Paris against the decision. The practical arrangements for appeal are set out in the notification of the decision.

A record of sanctions imposed is kept in the pupil's school file, but removed after the duration of one school year, aside from permanent exclusion. A pupil's sanctions do not appear in the school report and school record book presented to the exam jury.

3) Preventative and supportive measures

For educational purposes, except in the case of serious offences, the school uses various preventative actions before applying any disciplinary measures. The aim is to enable the pupils to become aware of the seriousness of their actions. Families are fully included in this dialogue. To do so, an Educational Board comprising the students involved, their parents, a representative of the school management and/or a CPE as well as the form tutor and any person who could help may be convened. Specific supportive measures may be taken in cases of serious sanctions.

Supportive measures seek to prevent punishable acts from taking place or reoccurring. They are very diverse and include:

- Written or verbal agreement on the part of the pupil
- Educational tutoring
- Measures aiming to maintain schooling despite temporary suspension
- Attempts to maintain schooling in the case of permanent exclusion
- Measures taken after a permanent exclusion
- Putting in place a system of regular monitoring

The current school rules are fully applicable during school outings and trips.

8. PROVISION FOR SCHOOL MEALS

The school's catering service is a service open primarily to its pupils. The onsite catering facilities are made available to pupils out of courtesy rather than obligation. All pupils have at least one-hour lunch break. Pupils are asked to respect the equipment, facilities and food, as well as the other pupils and staff to ensure the smooth running of the service.

The pupil - whilst under their legal guardian's control (if a minor) - is registered with the catering service according to a fixed package: a pupil's eligibility is programmed onto a magnetic card, providing access to the dining facilities.

A personalized card, valid for the entirety of the pupil's schooling at the Lycée Français Charles de Gaulle, is provided by the Finance Department.

If lost, stolen or damaged the card must be replaced by the pupil or member of staff, at their own cost.

If the card has been forgotten the pupil must go to the appropriate *Vie Scolaire* and will have to wait until the end of the lunch service (12:30 to 13:30). Repeated instances of forgetfulness may lead to the pupil being disciplined.

The dining package is valid for the entire year and require the regular attendance of the pupil.

No change to dining options will be permitted, lest one of the following conditions is met:

- ▶ Confirmed departure of a pupil following professional transfers (no departures will be taken into consideration following 1st May)
- ▶ Suspension of dining rights as a result of a disciplinary sanction
- ▶ A genuine need to switch to eating out of school for health reasons, supported by a doctor's note.

No refunds are issued in the event of teachers' absences, staff's strikes, school trips or inclement weather.

Pupils are reminded that food may not be brought in the Lycée other than in cases involving food allergies.

The school catering service is also open to staff members on a pay-as-you-go basis. Staff must top-up their canteen card on the Parentpay payment platform.

9. PAYMENT OF SCHOOL FEES

Parents acknowledge that they have read the Financial Regulations document by signing the "ACCEPTANCE SLIP_Policies & Procedures_2018-2019" which must be returned to the teachers no later than 11 September.