

## SCHOOL RULES

### FOREWORD

The education system is based on neutral and secular values which have to be respected by all in the school. Everyone has a duty of attendance and punctuality, tolerance and respect of the others in body and mind, respect of the equality between girls and boys. No one should suffer from psychological, physical or moral violence. In no circumstances will the usage of physical or verbal violence be tolerated. The mutual respect between adults and pupils and amongst pupils constitutes one of the fundamental values of our school community.

The School aims to provide everyone with a quiet and peaceful working environment. To create and maintain this kind of environment, it is essential to have the active support of all those who take part in its daily routine.

The sole purpose of the School Rules is to remind members of the School community of their responsibilities in order to ensure the safety of the children and the smooth running of the School, thereby preserving the high reputation which the Lycée Français in London has established for itself.

### I - DROP-OFF, COLLECTION, ATTENDANCE

- **The school opens at 8h30**; it is from that time only that the responsibility of the school for the children starts. Before that time, parents and children must stay behind the playground gate.
- Children must be present at the start of lessons – 08h45 (bilingual classes) or 08h50 (French classes)
- Parents can only enter the school via the English school reception, must register and give a reason for their visit.
- Children must get in line to enter and exit their classrooms under the supervision of their teacher.
- Children from the MS Bilingual enter and exit through the door of their class on the side of the building, along the parking.
- **The school cannot be held responsible for the children before and after the end of the lessons.** There is no supervision before and after the lessons at 15h30 (15h15 for the bilingual classes) and Wednesday at 13h10 (for the French classes).

- In case of parents, nanny, etc being delayed more than 15 minutes in the evening (15h30 for bilingual and 15h45 for French classes), 13h10 on Wednesdays (French classes) the child will go to the study room, organised by Wix Loisirs, as follows:

- Monday: Mrs Mira's classroom
- Tuesday: Mr Benard's classroom
- Wednesday: Mrs Mira's classroom (under the responsibility of Ms Robin)
- Thursday: Mr Caresmel's classroom
- Friday: Mr Benard or Mrs Mira (under the responsibility of Ms Marlow)

The study will be charged to parents by Wix Loisirs.

- The school playing areas are forbidden outside of school hours.
  - Failing to respect the school timetable will lead to exclusion after a warning letter.
  - For security reasons, we invite **parents of children at primary level** (CP to CM2) to refrain from entering the school playground at the beginning and end of the day. Each class will be lead to the wooden gate in an orderly manner.
  - **Absenteeism and late arrivals** must be reported by phone, email or justified by a letter addressed to the teacher. A child absent for more than two weeks will be taken off the register if the parents have not justified by mail the reasons for the absence.
  - Absences must be reported within 48 hours.
  - No child is allowed to leave the school before the end of the lessons, unless justified by a note from the parents to the teacher stating the name of the person responsible for picking up the child.
  - **Start and end of term dates must be absolutely respected.**
  - In case of a justified late arrival, entry is via the English school reception.
  - **Maternelles Classes:** The names of the person responsible to pick up the child at the end of the lessons will be notified to the teacher. Maternelles children will enter by the opposite side of the car park entrance between 08h40 and 08h45.
- Respecting the timetable is a must.**
- It is forbidden to anyone to use the car park without authorisation.
  - Animals/pets are not allowed within the school (outside area included)

- The school rules signed by the families states that the teachers are not responsible for the children after the end of the lessons; it is the down to the person responsible to pick up the child to take over.

## **II - MATERIAL / EQUIPMENT**

- Any school book must be covered  
Any damaged or lost school books or books borrowed from the library must be replaced by the family.
- Expenditures due to a child damaging the building or furniture will be invoiced to the parents to refund.
- For a smooth running of the lessons, the children must have, throughout the year, the equipment requested by the teacher at the beginning of the year.
- The school is not responsible in case of theft or loss of equipment.
- **Coats and jackets must be labelled with the name of the child.**
- **It is strictly forbidden for children to bring games or dangerous objects to the school or to sell any kind of object in the school.**
- It is forbidden to smoke inside the school premises and grounds for the duration of attendance by the students.
- **Dress code:** pupils from Ecole de Wix must wear a uniform defined as follows:
  - navy blue or red sweatshirt, white polo shirt with the Belleville Wix Académie / Lycee French Charles de Gaulle logo, trousers, dress or skirt, in navy blue, black or gray and dark shoes.
  - Polo shirts and sweatshirts are ordered from the English school and are to be collected at school.

### III - SCHOOL LIFE

- **Personal Liability Insurance** is not mandatory for pupils as they are personally covered by the Lycée's insurance (but please note that the parents are not covered). In terms of **insurance for Personal Accident**, pupils are covered while at school, on day trips and school trips, but for serious cases only (death, loss of limbs, paralysis). We recommend, as a complement, those offered by the Lycée's Parents Associations as they are well suited for the school environment (eg .cover for broken tooth, broken glasses, etc.).
- All information between the school and the parents will be made using the "correspondence book". Parents must check the book regularly. Email can also be used.
- A child hurting himself, even mildly, must alert an adult (teacher, admin staff, director or supervisor). The adult will contact the parents if necessary.
- **Medicines are forbidden within the school. Teachers are not allowed to give medicine to children (even paracetamol). In the case of a PAI (individual care plan) stating a serious disease, a disability, an allergy and with a written statement, medicine may be administered.**
- Pupils are not allowed to bring food at school (snack, birthday cakes, etc) containing nuts.
- The composition of the class, at the beginning of the year, will be decided at the teaching staff meeting. No request for a change of class will be accepted.
- Decision concerning admission to the next grade, doubling the class, redirection of a child to a different type of education is taken by the Headteacher following the advice of the teachers at a specific staff meeting.
- Only pupils capable of following successfully the French system of education will be allowed to remain at the Ecole de Wix.
- Pupils and their families will refrain from using any behaviour, gesture or word that might reflect a lack of respect for the staff or undermine their authority as well as towards other pupils and their families. Similarly, the staff will refrain from using any behaviour, gesture or word that might be interpreted as indifference or scorn towards the pupils or their families.
- **The reputation of the school in the area relies on the responsible behaviour of the families at drop off and pick up times. The neighbourhood must be fully respected (parking, children's behaviour etc).**
- There is a charge for after school activities, they are optional. Parents must pick up their children on time at the end of the activities. Information can be found on the Wix Loisirs website.

#### **IV – PICTURE RIGHTS**

Parents acknowledge that they have read the “Fair Processing Notice\_audio & visual recordings and photographs” by returning the consent slip to the teachers no later than Monday 9 September 2019.

#### **V – SCHOOL MEALS**

Pupils are asked to respect the equipment, the facilities, the food, the other pupils and to behave in a polite manner at all times with the staff.

**At the beginning of the year, Wix School asks each family to choose between “canteen” and “Packed lunch”. That choice is valid for the whole year.**

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 1<sup>st</sup> 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 (final validation by the school doctor).

No refunds or reductions are granted in the event of teachers’ absences, staff’s strikes, school trips or inclement weather.

**For packed lunch, an invoice is sent to the parents to cover the supervising costs. Packed lunches must be named. The school cannot be responsible in case of food poisoning, or storage issue.** Should the fees for supervision not be paid, the child will not be allowed in the space provided for packed lunch consumption.

#### **VI- SCHOOL FEES**

Parents acknowledge that they have read the Financial Regulations document by signing the “ACCEPTANCE SLIP\_Policies & Procedures\_2019-2020” which must be returned to the teachers no later than Monday 9 September 2019.

#### **VII – SPECIFIC PROVISIONS**

The School rules are agreed during the Conseil d’Ecole of the first term.

It is available on the website, [www.lyceefrancais.org.uk](http://www.lyceefrancais.org.uk), in the classrooms and sent to families by email. Families confirm in writing they have read and agree to the rules.