

## 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

#### ➤ Daily Timetable for all classes:

To avoid congestion at the gate and to ensure better security, the gate at the roundabout will open at 8.30am; school's responsibility for pupils begins at this time only. All pupils must arrive by 8.55am when the school gates close. In rare cases of lateness, pupils should enter by the main entrance of the Lycée (35 Cromwell Road) and parents must accompany their children to the Vie Scolaire (3<sup>rd</sup> floor of Primary).

**It is forbidden to enter the school premises before the official opening time (8.30am), except for pupils enrolled for paid morning supervision. The school cannot be held responsible for any accident. Pupils remain under the responsibility of their parents/families outside the school premises. For security reasons, parents are requested not to enter the school grounds.**

Classes	Monday, Tuesday, Thursday, Friday	Wednesday
Moyenne Section	8.55am / 3.30 pm	8.55am / 12.45pm after the canteen
Grande Section	8.55am / 3.30 pm	8.55am / 12.45pm after the canteen
CP	8.55am / 3.40 pm	8.55am / 1pm after the canteen
CE1	8.55am / 3.45 pm	8.55am / 1pm after the canteen
CE2	8.55am / 3.35 pm	8.55am / 1pm after the canteen
CM1	8.55am / 3.35 pm	8.55am / 1pm after the canteen
CM2	8.55am / 3.35 pm	8.55am / 1pm after the canteen

**Children enrolled for the whole year for paid morning supervision from 8am until 8:45am should enter by the roundabout between 8 - 8.30am. Supervision is undertaken by the Primary supervisors.**

**Nursery classes: MS and GS**

Pupils enter the school through the designated gate by the roundabout and go to their classroom under the supervision of the school staff. At the end of the school day, teachers will only allow the children in their care to leave the premises with their parents or with an authorised person whose details appear on the child's personal information form. **Any changes to this information must be notified in writing immediately.**

**Elementary classes: CP to CM2**

Pupils enter the school through the designated gates either by the roundabout or by the French Institute and line up in the playground before going to class with their teacher at 8.55am.

In the interest of each child's security, the teachers will only allow the children to leave the school with their parents or with the person authorised to collect them. **Children who have their parents' written permission can leave the school alone. This authorisation is valid each day including Wednesday after lunch but does not concern departure from the school grounds after the Wednesday afternoon activities or afterschool activities managed by the association *Loisirs à l'École*.**

➤ **Late arrivals / absences**

The "Vie scolaire" office should be notified of late arrivals and absences by email on the same day.

Pupils are not allowed to leave the school before the end of the day, except in exceptional circumstances, which must be requested in writing 48 hours before by email or letter and addressed to the attention of the class teacher and the "Vie Scolaire". This must include the name of the authorised person who will come to collect the child and who will need to sign a discharge paper.

➤ **School calendar:**

It is imperative that the term and holiday dates are respected.

**Repeated lack of respect for the calendar and daily timetable will lead to an initial warning letter and the potential exclusion of the pupil from the school. A pupil who has been absent for more than two weeks will be removed from the school register if parents have not notified the school of the reasons for the absence.**

**II – SCHOOL EQUIPMENT - VIE SCOLAIRE**

➤ **School equipment:**

Any school or library book damaged or lost must be replaced by the family.

All expenses required to cover damage to the buildings or furniture caused by a pupil must be covered by the child's parents.

In order to ensure the smooth running of our classes, all pupils must have, at all times, the required material as requested by the class teacher before the beginning of the school year.

It is not recommended to provide your child with a mobile telephone, the use of which is strictly forbidden on the premises. Sanctions will be imposed for breaking this rule, the telephone will be confiscated and parents will have to collect it from the headmaster. The school will not tolerate abuse of this rule.

To avoid losses and confusion, all items of clothing should be properly labelled with the child's name.

Parents must also check that their children do not bring home other children's possessions or clothes. If items of clothing are lent by the school, they should be returned clean.

**The Lycée cannot accept responsibility for theft or loss of personal belongings.**

➤ **Vie scolaire:**

**The UK child protection policy:** It is imperative that all families ensure that they are aware of the Child Protection Policies which are published on the Lycée Français Charles de Gaulle website.

<http://www.lyceefrancais.org.uk/etablissement/procedures>

**Health and Safety:**

All children must wear proper and appropriate clothes. Sports' kits are worn only during the sports' activities at the school.

If a child has lice or other parasites, it is the responsibility of parents to treat the condition immediately to prevent contamination within the school. Families must inform "La Vie Scolaire".

Sweets and chewing gum are strictly forbidden.

If a child has an accident, even minor, he/she must immediately inform a responsible adult (teacher, headmistress, supervisor) and must be accompanied to the Lycée infirmary where the medical staff will assess the seriousness of the condition and will inform the family if deemed necessary.

**All prescribed medicine must be handed in to the Lycée infirmary with the medical prescription as only the medical staff can administer a treatment to pupils.**

**It is compulsory for all pupils to eat the lunch which is provided by the Lycée from Monday to Friday. It is strictly forbidden to bring a packed lunch. Only special dietary requirements as defined in a child's "PAI" will be permitted.**

### **Behaviour:**

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.

Disrespectful, dangerous or violent behaviour both inside and outside the school (outings, public transport...) will not be tolerated.

Maintaining a proper and respectful relationship within our local neighbourhood implies special responsibility and consideration by families at the start and end of each school day. It requires full and permanent respect for our neighbours both residential and commercial. The use of balls, scooters and skates... is forbidden at the roundabout, where children must show a respectful attitude.

**Pupils are strictly forbidden from wearing or selling any valuable or dangerous items.**

### **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.).

Definitive decisions concerning the placement of pupils in classes each year are taken at a teachers' staff meeting. **Requests to change class will be refused.**

Only pupils considered capable of following the French system of education successfully will be admitted in the course of the school year. An assessment of the pupil's level can be undertaken.

Decisions allowing a pupil to move to a class of higher level, to reduce or prolong a pupil's position in the "cycle" or Key Stage are made at specific Key Stages staff meeting. **Changes to such decisions cannot be requested by families.**

The after-school activities (paid for by the families who enrol their children) held in the evenings and on Wednesday afternoons are optional and the Lycée cannot be held responsible in case of accident. Parents must collect their children on time after these activities.

Regular reports provide parents with full information on their child's work and progress. A Parent/teacher meeting is held in each class at the beginning of the school year and, throughout the year, parents can request a meeting with their child's teacher outside school hours.

**Any change in personal details during the school year (email, telephone numbers, home address...) should be communicated immediately to the school administration.**

**The Lycée must be able to contact parents at all times in case of emergency.**

#### **V - 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.

#### **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.

#### **IV – SPECIFIC PROVISIONS**

The school rules are approved by the Conseil d’Ecole meeting at its first meeting of the school year.

It is published on the Lycée website, displayed in every classroom and on the external noticeboard at the roundabout.