

## SCHOOL RULES SECONDARY SCHOOL (Collège, Lycée, British Section)

(amended and approved by the *Conseil d'établissement* on 1<sup>st</sup> July 2024)

### INTRODUCTION

It is the duty of the Lycée to provide a calm and orderly environment for both pupils and staff to work in. In a school as large as ours, such an environment can only be fostered and preserved through the active co-operation of all those who participate in the life of the School.

These School Rules, and all the regulations and policies adopted by the Lycée which supplement them, define the governance of the life of the School.

The purpose of these School Rules is to remind all members of our school community of the conditions under which the respect of each individual's rights and duties is ensured, in order to guarantee the safety of the children and the smooth running of the School.

The Lycée welcomes pupils from all backgrounds, and the principles of secularism in French education (political, ideological and religious neutrality) are upheld. The *charte de la laïcité* is attached to these School Rules. A translation of the *charte de la laïcité* in English can be found [here](#).

The Lycée implements an inclusive school organisation within its national environment; we invite the school community to read the "English as an Additional Language (EAL) and SEND Statements" on the Lycée's website.

**These School Rules apply to all members of the school community, within the School and in its vicinity, and during all educational activities (PE, school outings and trips, etc.).**

**The school community must become familiar with all the regulations and policies which supplement the School Rules** (<https://www.lyceefrancais.org.uk/a-propos/rapports-et-reglements>), including (but not limited to) its financial regulations, IT charter, Safeguarding Policy, Attendance Policy, Pupil Behaviour & Discipline Policy (for the Secondary school) and Anti-bullying Policy.

In these School Rules,

- "Lycée" and "School" refer to Lycée Français Charles de Gaulle de Londres
- "pupils" refers to the *collégiens* and *lycéens*;
- "*collégiens*" refers to pupils from 6<sup>e</sup> to 3<sup>e</sup>, and to Y10 pupils in the British Section;
- "*lycéens*" refers to pupils from 2<sup>d</sup>e to *Terminale*, and to Y11 to Y13 pupils in the British Section
- "parents" refers to the parents or legal guardians who have parental authority over a pupil. Where only one parent or legal guardian has parental authority, the term "parents" refers to that parent or legal guardian;
- "school community" refers to the pupils, the parents, the teachers and the school staff.

## 1. DAILY TIMETABLE FOR THE SECONDARY SCHOOL

The school week covers five days, from Monday to Friday. On exceptional occasions, some activities (such as mock exams or detentions) can take place on a Saturday morning.

School doors open at 8.00 am sharp, and pupils can enter the school until the bell rings at 08:20, when access to the buildings is authorised. Classes are from 8.30 am to 6.05 pm. The opening of the Lycée outside these hours is at the discretion of the *Proviseur(e)*, and with his/her authorisation.

Timetables vary from one class to another and can vary from one pupil to another within a same class.

Each pupil's individual timetable is the one which is communicated to the pupil and the pupil's parents at the beginning of the academic year. It may be amended during the school year, in which event these changes will be notified to the pupil and the pupil's parents, in particular via the Pronote tool.

### Timetable Breakdown:

M1: 8.30 am – 9.25 am  
M2: 9.30 am – 10.25 am  
Break: 10.25 am – 10.45 am  
M3: 10.45 am – 11.40 am  
M4: 11.45 am – 12.40 pm

1<sup>st</sup> lunch sitting: 11.45 am – 12.50 pm

2<sup>nd</sup> lunch sitting: 12.45 pm – 1.50 pm

S1: 12.55 pm – 1.50 pm  
S2: 1.55 pm – 2.50 pm  
S3: 2.55 pm – 3.50 pm  
Break: 3.50 pm – 4.10 pm  
S4: 4.10 pm – 5.05 pm  
S5: 5.10 pm – 6.05 pm

The gate at the *rond-point* on Queensberry Way (Gate C) shuts at **6.15 pm** and the main entrance at 35 Cromwell Road shuts at **7 pm**.

If a pupil starts class at M2 or M3, but enters the Lycée at M1:

- The *collégiens* must go to the *foyer des collégiens* (their dedicated Common Room)
- The *lycéens* can choose to go to the *foyer des lycéens* (their dedicated Common Room), to the *Centre de Documentation et d'Information /CDI* (library), or to a *salle d'étude* (study room).

A lunch break separates morning from afternoon, and it varies according to each pupil's timetable.

## 2. RULES FOR ENTERING AND LEAVING THE SCHOOL

### 2.1 School Access for Visitors

All visitors must proceed to the school entrance located at 35 Cromwell Road and register at Reception. They will be given an ID badge which must be worn and clearly visible at all times during their visit. Proof of identity may be asked of any visitor.

When they leave, visitors must return their badge and sign out.

## 2.2 School Access and Exit for Pupils

### a. School Access

The entrance located at 35 Cromwell Road is strictly forbidden to pupils (except if they leave after 6.15 pm, and in cases where the school management has authorised it).

To gain access through the gates at the *rond-point*, each *collégien* will have to show his/her *carnet de correspondance*, and each *lycéen* his/her identification card (*carte de lycéen*).

To prevent intruders, the school gates are shut during each study period. They are opened between study periods and during breaks, in line with the timetable below.

Pupils who show up for class after the gate has been shut will be deemed late:

- the *collégiens* must enter the school however late they are, but will not be allowed in class; they will be directed to the Vie Scolaire. If the gate is closed, pupils are invited to use the bell at Gate C.
- the *lycéens* are forbidden from entering the school at the *rond-point* gates. They have to go to the main school entrance on 35 Cromwell Road. They will not be allowed in class for the first hour, but will have to go to the Vie Scolaire.

Under exceptional circumstances, in particular related to transport (adverse weather conditions or industrial action) or to a pupil's unique situation in the event of a force majeure event, appropriate discretion may be applied.

### b. Times when the gates are open

<b>Collégiens</b> Gate C (at peak times, Gate B may be used to leave the premises)		<b>Lycéens</b> Gate D or C	
8 am – 8.30 am	1.50 pm – 2 pm	8 am – 8.30 am (D)	1.50 pm – 2 pm (D)
9.20 am – 9.30 am	2.50 pm – 3 pm	9.20 am – 9.30 am (C)	2.50 pm – 3 pm (C)
10.25 am – 10.45 am	3.50 pm – 4.10 pm	10.25 am – 10.45 am (D)	3.50 pm – 4.10 pm (D)
11.40 am – 11.50 am	5.05 pm – 5.10 pm	11.40 am – 11.50 am (D)	5.05 pm – 5.10 pm (D)
12.40 pm – 12.55 pm	6.05 pm – 6.15 pm	12.40 pm – 12.55 pm (D)	6.05 pm – 6.15 pm (C)
<p><i>Collégiens</i> are allowed to exit the school at the times shown above in the cases specified in articles c and d below. They will be required to show their <i>carnet de correspondance</i>.</p>		<p><i>Lycéens</i> are allowed to exit the school at the times shown above in the cases specified in articles c and d below. They will be required to show their <i>carte de lycéen</i> or <i>carnet de correspondance</i>.</p>	

### c. Exiting the Lycée during the day

In accordance with the School's Attendance Policy:

### Collégiens

A *collégien* is allowed to exit the Lycée during the day only in the following circumstances:

- during lunch break if he/she is not a *demi-pensionnaire* (meaning that the pupil opted at the start of the school year not to have School lunches at the Lycée canteen for the full academic year);
- parents have allowed their child to leave after their last afternoon period if a teacher is absent, at the time when the gate opens, by ticking the relevant box on the child's *carnet de correspondance* (it being understood that this authorisation is valid for the entire academic year);
- a *billet de sortie* (exit slip) has been delivered by the *Vie Scolaire* authorising the pupil to leave the Lycée.

For foreseeable absences (e.g. medical appointments), parents must notify the *Vie Scolaire* within a reasonable period of 24 hours. However, in the event of a teacher's absence causing the pupil to be in a study room (*salle d'étude*) for one or more hours, no permission to exit the Lycée will be granted. Parents who wish their child to be able to leave must come to the Lycée and sign a liability waiver.

### Lycéens

A *lycéen* is allowed to exit the Lycée during the day only in the following circumstances:

- during lunch break if he/she is not a *demi-pensionnaire* (meaning that the pupil opted at the start of the school year not to have School lunches at the Lycée canteen for the full academic year);
- at the times when the gate is open, when he/she has some free time and is not subjected to the obligation of attending a class because:
  - his/her usual timetable doesn't include any during that period, or
  - pupils have been advised that the teacher responsible for that class is absent and has not been replaced, or
  - it is the morning or afternoon break (at the times specified in these School Rules),

AND if the parents have authorised the *lycéen* (when he/she is a minor) to exit the Lycée when he/she has some free time, by signing the form related to exit rules for *lycéens*.

*Lycéens* of legal age are automatically allowed to exit the Lycée when they have some free time, but only at the times when the gate is open.

- When the gate is shut, a *billet de sortie* delivered by the *Vie Scolaire* is required.

#### d. Leaving the Lycée at the end of the day

To be authorised to leave the Lycée at the end of their classes, *collégiens* are required to show their *carnet de correspondance* to the AED (educational assistant) or the security team member at the gate, whilst *lycéens* are required to show their *carnet de correspondance* or *carte de lycéen*. Any *collégien* or *lycéen* unable to do so at the end of their last period of the day will be required to go to the *Vie Scolaire* to collect a *billet de sortie* authorising them to leave the school.

### **e. Behaviour expected when entering and exiting the school gate, and in the school vicinity**

When entering and exiting the Lycée, pupils should avoid loitering in front of the gates so that other pupils can come and go fluidly.

Similarly, before they enter the Lycée, and once they have left it, pupils are requested not to congregate or linger in the immediate vicinity of the school (Cromwell Mews, *rond-point*, Queensberry Way, Cromwell Place, steps in front of 35 Cromwell Road or local residents' steps and doorways). This is a matter of safety and responsibility, the importance of which should not be overlooked by pupils and their parents.

All pupils are reminded that, in accordance with the Lycée's Pupil Behaviour & Discipline Policy, each pupil is required to preserve the reputation of the Lycée and is expected to represent it in a positive light, both on and off the school premises. Pupils must be respectful of people and places outside the Lycée, and particularly of the school neighbourhood (no littering, noisiness, games...). Any offensive, provocative or aggressive behaviour must be avoided at all costs, both inside and outside the Lycée. Pupils or groups of pupils identified as disturbing the neighbourhood may be subject to the sanctions described in the Lycée's Pupil Behaviour & Discipline Policy – Secondary School.

### **3. PUPIL TRAFFIC WITHIN THE SCHOOL**

Pupils are not allowed to remain in classrooms, corridors or buildings before the time when their classes normally start, nor during breaks, nor after classes.

Pupils should move around the school without making a racket or causing a commotion.

#### **3.1 Between Class Periods**

Pupils are given time to go from one building and/or classroom to another between two class periods, in line with their timetable.

During this time, pupils should refrain from speaking loudly in hallways and corridors, and from making noise. Pupils are forbidden to play between class periods.

They should move around the school calmly and without running.

#### **3.2 Breaks and Lunch Breaks**

During breaks and lunch breaks, all pupils must vacate the classrooms and go down to the school playground, where they must refrain from violent and dangerous games.

In the playground and at all other times except during PE classes, ball games are permitted only if a foam sponge ball is used.

**Pupils are not allowed to use the J.M. Barrie courtyard (Primary School playground).**

#### **3.3 When pupils don't have class**

When pupils have no class at some point during the day:

- *collégiens* can go to a *salle d'étude*, to the *CDI*, or to the *foyer des collégiens*

- *lycéens* (if they have not left the school in accordance with the parental authorisation they were given) can go to a *salle d'étude*, to the *CDI*, or to the *foyer des lycéens*.

### 3.4 End of classes

At the end of the classes listed on their timetable, pupils should head towards the school exit; they should not linger on the premises, nor use the school facilities in the absence of a responsible teacher.

## 4. PUPIL RIGHTS

Pupils have individual and collective rights.

### 4.1 Individual Pupil Rights

Every pupil:

- has the right to be protected from any physical or moral aggression. The provisions of these School Rules, the Pupil Behaviour & Discipline Policy – Secondary School, the Anti-bullying Policy, Safeguarding Policy as well as the warning regarding the use of social media and the IT charter, are intended to protect every pupil against any physical or moral aggression;
- has the right to respect, and for his/her work and property to be respected as well (it being understood that certain items may be restricted or even prohibited on the Lycée premises, in accordance with these School Rules).
  - Staff will refrain from any behaviour, gesture or word that could denote indifference or contempt towards the pupil (or his/her parents).
- has the right to respect for his/her freedom of conscience (it being understood that the expression of such belief must not be ostensible), and the right to freedom of information and expression, in a spirit of tolerance and regard for others. Defamatory or insulting comments are forbidden.

The exercise of the pupils' freedom of information and expression should not interfere with learning activities, curriculum content, or the obligation to attend classes.

The following provisions apply to pupils' freedom of information and expression:

#### a. Pupil Representation on School Bodies

Pupils participate in the following bodies (among others) through their elected representatives:

- the *conseil de classe* (end of term class review)
- the *conseil des délégués pour la vie collégienne (CVC) ou lycéenne (CVL)* (School Life Councils)
- the *comité d'hygiène et de sécurité* (Health & Security Committee)
- the *conseil d'établissement* (Board of Governance)
- the *conseil de discipline* (Disciplinary Board).

#### b. Posting of Information

The purpose of the right of expression is to help inform pupils. Pupils may post texts of general interest on the school's dedicated notice boards. Texts of any other nature (political, religious, commercial, etc.) are forbidden.

Pupils are forbidden to post anything anywhere apart from on these notice boards.

Any document to be posted must be submitted beforehand to the *Proviseur(e)* or to the *Proviseurs Adjoints*.

Under no circumstances can a posting be anonymous or contravene the values of the Lycée.

**c. Furthermore, pupils should know that, in the event of difficulties**, of whatever nature, they can contact their *Conseiller Principal d'Éducation (CPE)* (Head of Year), the Designated Safeguarding Lead and any other member of the Safeguarding Team (see the School's Safeguarding Policy), their *professeur principal/form tutor*, an educational assistant, but also any other member of the school community (teachers, staff, pupil and/or parent representatives).

## 4.2 Collective Pupil Rights

The exercise of the pupils' collective rights should not interfere with learning activities, curriculum content, or the obligation to attend classes.

### a. Freedom of Assembly

Freedom of assembly must be exercised outside of the class times listed on the participants' timetables:

- for *collégiens*, it is exercised at the initiative of the pupil representatives in the exercise of their duties.
- for *lycéens*, it is exercised at the initiative of the pupil representatives in the exercise of their duties, or at the initiative of a group of *lycéens* for meetings that contribute to informing their peers. Actions or initiatives of an advertising, commercial, political or religious nature are prohibited. A reasoned proposal for an assembly may be submitted to the *Proviseur(e)* who may, at his/her discretion, authorise meetings to be held and external contributors or guest speakers to be invited, if applicable.

The authorisation to hold a meeting must be requested beforehand by the pupil representatives. The *Proviseur(e)* can forbid it (especially if the meeting is likely to disrupt the normal running of the school).

### b. Collective Rights Reserved for *Lycéens*

- **Publication Rights for *Lycéens***

Publications authored by *lycéens* can be circulated freely within the school.

The *Proviseur(e)* should be informed of the name of the pupil responsible for publications and all articles must be signed.

All publications are imperatively required to offer a right of reply to any person, association or institution implicated in its columns.

Should any adults contribute to the drafting and production of publications, they take on the task of encouraging pupils to express themselves autonomously, consciously and responsibly.

Expressing opinions doesn't allow proselytism (whether political, religious or commercial), which is prohibited.

Furthermore, should any written document (or any document circulated electronically) be offensive or defamatory, or violate the principles of secularism, or in the event of a serious infringement of the rights

of others, of serious disruption to the public order or the normal running of the School, the authors may become personally liable. Sanctions may be administered, and the *Proviseur(e)* may suspend or ban the circulation of the publication in the School. He will inform the *Conseil d'établissement* of the situation at its next session.

To avoid tensions and possible disciplinary sanctions or legal proceedings, it is recommended that any publication be presented to the *Proviseur(e)* or the *Proviseurs Adjoints* for them to read before it is circulated. The circulation of a *lycéen* publication outside the Lycée can only occur in compliance with the laws governing the press.

- **Freedom of Association**

The *lycéens* can get involved with any association, club or any other pre-existing charity in the Lycée (such as *Justice au Coeur*) with the authorisation of those responsible for those organisations. The setting up by pupils of an association within the Lycée may be considered if it has no political or religious affiliation, and if its activities are compatible with the principles of the public education service. It is up to the *Proviseur(e)* to authorise an association to function within the School.

## 5. PUPIL OBLIGATIONS

Obligations apply to all pupils, irrespective of their age and class.

### 5.1 Obligations Relating to Pupil Status and to School Work

Pupils' obligations are to carry out all tasks inherent to their studies; these include attendance and respecting the rules governing the operation and community life of the Lycée, as well as doing the school work required by the teachers. Fulfilling these two conditions will largely contribute to pupil success in managing and completing personal projects.

**a.** *Collégiens* must have their *carnet de correspondance* with them at all times; *lycéens* must have their *carte de lycéen* and their *carnet de correspondance* with them at all times.

**b.** Compulsory attendance means that pupils must respect the periods set out in the Lycée timetables. As lessons take precedence over any other activity, attendance is compulsory. Optional courses chosen at the time of enrolment are compulsory throughout the year. Attendance is checked by the teachers at each lesson and families are informed in the event of a pupil failing to attend. Punctuality is mandatory. The school community must consult the Lycée's Attendance Policy which includes a reminder of pupils' obligations in this area, and of parents' obligations (including notifying the School of their child's absence). It also explains the management of exemptions from PE, and describes the measures taken by the Lycée in the event of a pupil's absence or tardiness.

**c.** Pupils are expected to complete the written, oral and practical work set by their teachers. They must bring to class the supplies requested by each teacher. The list of school supplies and textbooks is published on the school website before the start of the school year. If they are absent, pupils must make up the lessons missed as soon as possible. Pupils are also required to take the compulsory knowledge tests they are given (be it homework handed in on time or in-class work) which are necessary to assess their knowledge and their skills.



The assessment of pupils is the sole responsibility of the teachers. They will make sure that the marks they award are explained to the pupils, as they should be.

## 5.2 Obligations to Respect People and Property (incumbent on all, adults and pupils alike, in the context of Respect for Human and Civil Rights)

**a.** Pupils should bear in mind that they represent the Lycée in all circumstances, both on the premises and outside.

Any disrespectful, provocative or aggressive behaviour must be avoided at all costs, both inside the School and in its vicinity.

Pupils must refrain from using any behaviour, gesture or word that might undermine the function or integrity of staff and the respect due to their peers and their peers' parents.

Consequently, they must not use any verbal or physical violence, exert any psychological or moral pressure, or engage in any discriminatory act or comment.

Parents may be held liable for any accident caused by their child.

**b.** Students are required to respect the school's equipment and premises.

Any negligence, damage or theft may be detrimental to the community as a whole, to the safety of individuals and to the freedom of others.

Parents will be held financially responsible for any damage or theft committed by their child, regardless of any disciplinary action taken against him/her.

Chewing gum is not permitted in any of the school's buildings.

### **c. School Attire**

Pupils must dress decently and appropriately for school.

Pupils are forbidden from wearing any emblems or clothing ostensibly referring to politics or religion, or to illicit substances, or which contain offensive words and phrases. Wearing headgear (including caps, beanies and hoods) inside the school buildings is also forbidden.

If a pupil does not comply with the above provisions, a conversation will be initiated with the pupil and/or his/her parents by a staff member, before any disciplinary procedure is undertaken. The pupil may be turned away at the school gates or at the classroom door.

Specific dress, appropriate to the activity in progress, is required in PE, as well as in the laboratories.

### **d. Smoking, Vaping, Alcohol, Illicit Substances, and Activities Resulting in Financial Gains or Losses**

Smoking and vaping are forbidden within the Lycée and in its vicinity.

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 on the school premises or in the school's immediate vicinity will be handed over to his/her parents without delay. The pupil is subject to the disciplinary procedures set out in the Pupil Behaviour & Discipline Policy (Secondary School).

Any activity such as betting, games, and challenges between pupils which may result in the exchange of goods or money, or in individual financial gain or loss, is strictly prohibited on the Lycée premises and in the school's immediate vicinity.

## 6. PERSONAL BELONGINGS

### 6.1 Mobile Phones and Connected Devices

In order to prevent addiction to screens and their dangerous use (prevention of cyber-bullying), the use of mobile phones and any other connected devices (in particular connected watches) is prohibited on the school premises. Pupils must therefore switch off their connected device(s) as soon as they enter the Lycée. The same applies throughout school time, including outside the Lycée (bus journeys, school outings...).

However, in class or during educational activities outside the Lycée, in the *Vie Scolaire* offices and in the *CDI*, a pupil may be allowed to use connected devices if this is relevant to the aims of the adult who is supervising the pupil.

*Lycéens* are allowed to use their connected devices in the Tolkien playground and in their dedicated *foyer des lycéens*. In all other areas of the school (playgrounds and buildings), the provisions of the previous paragraphs apply.

Any pupil using a mobile phone or any other connected device on the school premises outside the rules set out above may have it confiscated by a teacher or by any other adult from the Lycée.

The phone (or any other connected device) will remain at the *Vie Scolaire* and be returned to the pupil at the end of the pupil's last class of the day. The pupil may be given a punishment commensurate with the context of the confiscation.

### 6.2 Image Rights

Current legislation provides for the protection of image rights, prohibiting the capture and use of people's images without their explicit consent. Applied to the running of a school, this legislation prohibits the image of any person, pupil or staff, from being captured by any means whatsoever (camera, mobile phone, etc.), and all the more so from being exploited or disseminated on any medium whatsoever (paper, digital medium, blog, website, etc.) without the knowledge or consent of the person concerned. Anyone violating this ban will be liable to disciplinary sanctions.

These rules also apply to distance learning: it is forbidden to capture an image of anyone or to make an audio or video recording of anyone without their explicit consent.

### 6.3 Dangerous Items

Pupils are forbidden to bring any dangerous items (such as weapons, sharp objects...) on to the Lycée premises, or during school trips or outings; they are also forbidden to divert everyday objects from their primary function.

## 6.4 Responsibility

It is advisable to avoid bringing expensive or valuable objects into the Lycée.  
The Lycée declines all responsibility in the event of theft, loss or damage to pupils' personal belongings.

## 7. DISCIPLINARY MEASURES (Punishments, Sanctions and Disciplinary Measures)

Compliance with the rules is essential to the smooth running of the School. This is why any breach of these School Rules, of any school policy and any attack on personal property or persons (including during extracurricular activities, outings and trips organised by the School) will result in comments being made, or even in the meting out of school punishments or disciplinary sanctions, or other measures as described in detail in the Pupil Behaviour & Discipline Policy – Secondary School.

## 8. MEDICAL

### 8.1 Access to the Infirmary (Pupils Feeling Unwell) and Leaving the Lycée for Medical Reasons

Any pupil feeling unwell who leaves a classroom or *salle d'étude* must be accompanied to the infirmary by another pupil. However, visits to the infirmary during classes must be restricted to emergencies; in other cases, pupils should wait for the next interval between two class periods to go to the infirmary.

If a student who is unwell is unable to return to class after visiting the infirmary, the following provisions apply:

- *Collégiens* cannot go home on their own: a parent (or an adult specifically designated by a parent) MUST collect them and sign a liability waiver.
- *Lycéens*
  - can go home alone if their condition permits, after obtaining written parental authorisation sent by email to the infirmary ([infirmerie@lyceefrançais.org.uk](mailto:infirmerie@lyceefrançais.org.uk))
  - can go home if a parent (or an adult specifically designated by a parent) collects them and signs a liability waiver.

The infirmary will then inform the *Vie Scolaire* that the pupil has left.

### 8.2 Treatment Needs (Chronic or Temporary)

Parents must report their child's treatment needs immediately to the medical team who will take appropriate measures to manage the situation. Self-medication is forbidden. Only a member of the medical team is authorised to administer medical treatment. A batch of the products to be administered must be provided by the family and will be kept in the infirmary, in a safe place, and in the infirmary fridge if necessary. All medicines must be dropped off at the infirmary; pupils must not keep them on them and must come to the infirmary to take them.

### 8.3 Setting Up a *Projet d'Accueil Individualisé (PAI)*, a *Projet d'Accompagnement Personnalisé (PAP)*, or a *Projet Personnalisé de Scolarisation (PPS)*

At the request of the family and on the basis of a medical diagnosis, a *PAI*, *PAP* or *PPS* may be set up for the pupil for the administration of a medical treatment, for the adjustment of study conditions or access to buildings. It is drafted by the medical team in conjunction with the teaching and educational team. It must then be agreed and signed by the family and the pupil, and validated by the *Proviseur*(e) or his/her representative.

### 8.4 Contagious Diseases and Other Illnesses

Parents must report contagious diseases immediately to the Lycée's medical team who will take appropriate action.

Pupils suffering from contagious diseases will not be allowed to attend school for the eviction period recommended by the NHS or by their GP/doctor.

Families are asked to follow NHS recommendations concerning other illnesses that may require eviction (48-hour eviction in the case of vomiting or diarrhoea, for example) (<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>).

### 8.5 Emergencies

In the event of an emergency, the Lycée will take whatever action it deems necessary. The pupil's family will be informed immediately.

### 8.6 PE Exemptions in *Terminale*

In accordance with the Lycée's Attendance Policy, PE exemptions issued by a GP for more than one week for a *Terminale* pupil must be approved by the School doctor. *Terminale* pupils must go to the infirmary to make an appointment with the School doctor for dispensation. Please refer to the protocol posted on the Lycée website under *Santé/Service et soutien/Le service médical*.

## 9. SCHOOL MEALS

The school canteen is primarily for the use of the School's pupils.

The onsite catering facilities are made available to pupils as a service.

All pupils are entitled to at least one hour for their lunch break.

Lunch is served between 11.30 am and 1.45 pm.

Canteen users are requested to show consideration for the equipment, premises, food and other users (both pupils and staff), and to behave politely towards everyone, including the catering staff.

Pupils are not allowed to consume their own food and drink on school premises at lunch time, except in the case of a *Projet d'Accueil Personnalisé (PAI)* validated by the Lycée's medical team.

### 9.1 Pupils

Each year, parents can choose anew for their child to have School lunches at the Lycée canteen or not. Their choice is binding for the entire academic year.

No change to their choice will be granted over the course of the year except in the following situations:

- The pupil is permanently leaving the School following a professional transfer (no departures will be considered after 1<sup>st</sup> of May)
- The pupil is banned from using the canteen for disciplinary reasons
- The pupil must give up School lunches for preemptory health reasons; this must be supported by a medical certificate (final validation will be made by the School doctor).

Choosing to have School lunches at the School canteen implies regular lunch attendance, and at the times allocated to the pupil.

Pupils who have signed up for School lunches will be expected to be courteous and to respect the rules which are essential to the smooth running of the canteen.

A magnetic card gives access to lunch and provides evidence of the pupil's registration for this service. This personalised card, valid for the entire duration of the pupil's schooling at the Lycée, is issued by the Lycée's Administrative and Financial Department.

If the card is lost, stolen or damaged, it must be renewed by the pupil at the parents' expense.

If a pupil forgets his/her magnetic card, he/she must go to the *Vie Scolaire* and will then have to wait to have lunch at the end of the allocated time slot.

## 9.2 Staff Members

School staff can also use the canteen for lunch, on a pay-as-you-go basis, by topping up their magnetic card. If the card is lost, stolen or damaged, it must be renewed at the expense of the staff member.

## 10. NECESSARY ARRANGEMENTS

When circumstances so require (for example, the outbreak of a pandemic, a transport strike, bad weather, etc.), the Lycée may adopt,

- on the basis of any recommendations and instructions issued by the British authorities, of any recommendations from the AEFE if applicable, and of any consultations,
- after consulting the representatives of the members of the school community where necessary,
- after approval by the *Conseil d'Établissement*, by a *Comité d'Hygiène, de Sécurité et des Conditions de Travail – CHSCT (a Health & Safety committee)*, and/or by the French Consulate where necessary,

various arrangements, protocols, procedures, etc. (hereafter referred to as the "necessary arrangements"), intended to describe the specific measures put in place or those recommended, with the aim of sustaining the education of pupils and protecting the health of pupils and staff.

The necessary arrangements may include (without limitation) the following:

- Changes to school timetables
- Limiting or even banning classroom lessons and switching to distance learning
- Limiting the number of pupils in classroom teaching
- Rules on social distancing.

Necessary arrangements may change depending on the situation, and where applicable on the guidance of the British authorities, the recommendations of the AEFÉ, and those of the French Consulate. The School will inform the school community of any necessary changes and updates as soon as possible.

In the event of a conflict between the terms of these School Rules and those of the necessary arrangements, the necessary arrangements will prevail for as long as they are in force.

## **11. SCHOOL RULES AND PROCEDURES**

By signing the “ACCEPTANCE SLIP\_Policies & Procedures\_2024-2025” which must be returned to the teachers no later than Friday 13 September 2024, parents acknowledge that they have read, understood and accepted the provisions of the School Rules, financial regulation, IT and digital charter and all other regulations and policies of the Lycée posted on the website of the Lycée Français Charles de Gaulle de Londres (<https://www.lyceefrancais.org.uk/a-propos/rapports-et-reglements/>).

A pupil whose parents have failed to return a signed copy of the aforementioned acceptance slip within two weeks of a reminder by the Lycée may be struck off the list.



**1** La France est une **République indivisible, laïque, démocratique et sociale**. Elle assure l'égalité devant la loi, sur l'ensemble de son territoire, de tous les citoyens. Elle respecte toutes les croyances.

**2** La République laïque organise la **séparation des religions et de l'État**. L'État est neutre à l'égard des convictions religieuses ou spirituelles. Il n'y a pas de religion d'État.

• • LA RÉPUBLIQUE EST LAÏQUE • •

**3** La laïcité garantit la **liberté de conscience** à tous. **Chacun est libre de croire ou de ne pas croire**. Elle permet la libre expression de ses convictions, dans le respect de celles d'autrui et dans les limites de l'ordre public.

**4** La laïcité permet l'exercice de la citoyenneté, en conciliant la **liberté de chacun** avec l'**égalité** et la **fraternité de tous** dans le souci de l'intérêt général.

**5** La République assure dans les établissements scolaires le respect de chacun de ces principes.

# CHARTRE DE LA LAÏCITÉ À L'ÉCOLE

*La Nation confie à l'École la mission de faire partager aux élèves les valeurs de la République.*

**6** La laïcité de l'École offre aux élèves les conditions pour forger leur personnalité, exercer leur libre arbitre et faire l'apprentissage de la citoyenneté. Elle les **protège de tout prosélytisme et de toute pression** qui les empêcheraient de faire leurs propres choix.

**7** La laïcité assure aux élèves l'accès à **une culture commune et partagée**.

**8** La laïcité permet l'exercice de la **liberté d'expression** des élèves dans la limite du bon fonctionnement de l'École comme du respect des valeurs républicaines et du pluralisme des convictions.

**9** La laïcité implique le **rejet de toutes les violences et de toutes les discriminations**, garantit l'**égalité entre les filles et les garçons** et repose sur une culture du **respect** et de la compréhension de l'autre.

**10** Il appartient à tous les personnels de **transmettre aux élèves le sens et la valeur de la laïcité**, ainsi que des autres principes fondamentaux de la République. Ils veillent à leur application dans le cadre scolaire. Il leur revient de porter la présente charte à la connaissance des parents d'élèves.

**11** Les personnels ont un **devoir de stricte neutralité** : ils ne doivent pas manifester leurs convictions politiques ou religieuses dans l'exercice de leurs fonctions.

• • L'ÉCOLE EST LAÏQUE • •

**12** Les enseignements sont **laïques**. Afin de garantir aux élèves l'ouverture la plus objective possible à la diversité des visions du monde ainsi qu'à l'étendue et à la précision des savoirs, **aucun sujet n'est a priori exclu du questionnement scientifique et pédagogique**. Aucun élève ne peut invoquer une conviction religieuse ou politique pour contester à un enseignant le droit de traiter une question au programme.

**13** Nul ne peut se prévaloir de son appartenance religieuse pour refuser de se conformer aux règles applicables dans l'École de la République.

**14** Dans les établissements scolaires publics, les règles de vie des différents espaces, précisées dans le règlement intérieur, sont respectueuses de la laïcité. **Le port de signes ou tenues par lesquels les élèves manifestent ostensiblement une appartenance religieuse est interdit**.

**15** Par leurs réflexions et leurs activités, **les élèves contribuent à faire vivre la laïcité** au sein de leur établissement.

