

SCHOOL RULES

École Primaire de South Kensington

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.

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

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

Our school community must become familiar with all the regulations and policies adopted by the School which supplement the School Rules (<https://www.lyceefrançais.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 Primary schools) and Anti-bullying Policy.

In these School Rules,

- "school community" refers to the pupils, the parents, the teachers and the school staff
- "the School" refers to the South Kensington School
- "pupils" refers to pupils of the South Kensington School
- "le Lycée" refers to the Lycée Français Charles de Gaulle de Londres
- "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.

I – SCHOOL HOURS – LATE ARRIVALS / ABSENCES

- **Daily Timetable for all classes:**

Attendance and punctuality are compulsory. The school community must read the school's Attendance Policy, which sets out in particular the obligations of pupils in this respect, the obligations of parents (especially with regard to notifying the School of a pupil's absence or tardiness), and describes the action taken by the School in the event of a pupil's absence or tardiness.

To avoid congestion at the gate and to ensure better security, the gate at the roundabout will open at 8.25am, the time from which the school takes responsibility for pupils. All pupils must have arrived **by the start time of the lessons indicated in the table below**.

In rare cases of lateness, the parent will go to gate C of the roundabout and ask that the Pastoral care assistant be informed so that an adult from the School can come and collect the child.

It is forbidden to enter the school premises before the official opening time (8.25am), 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	Number	Monday, Tuesday, Thursday, Friday	Wednesday Pupils leave after the canteen
PS	2	8.35am / 3.30pm (PSA) 8.45am / 3.40pm (PSB)	8.35am / 12.35pm (PSA) 8.45am / 12.45pm (PSB)
MS	2	8.55am / 3.50pm (MSA) 8.45am / 3.45pm (MSB)	8.55am / 12.25pm (MSA) 8.45am / 12.30pm (MSB)
MS-GS	1	8.40am / 3.40pm	8.40am / 12.30pm
GS	2	8.35am / 3.35pm	8.35am / 12.40pm
CP	2	8.55am / 3.35pm	8.55am / 12.45pm
CP-CE1	1	8.55am / 3.35pm	8.55am / 12.45pm
CE1	2	8.55am / 3.35pm	8.55am / 12.45pm
CE2	2	8.55am / 3.45pm	8.55am / 12.30pm
CM1	2	8.55am / 3.45pm	8.55am / 12.30pm
CM1-CM2	1	8.55am / 3.45pm	8.55am / 12.30pm
CM2	2	8.55am / 3.45pm	8.55am / 12.30pm

Children enrolled for the whole year for paid morning supervision from 8am until 8:25am should enter by the roundabout between 8 - 8.25am. Supervision is undertaken by the Primary supervisors.

NURSERY CLASSES: PS, MS and GS

Pupils enter the school through the 14 Harrington Road entrance or through the designated gate by the roundabout. When they arrive in the morning, they are welcomed by their teacher and by the teacher's assistant. 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 to the teacher.**

ELEMENTARY CLASSES: CP to CM2

Pupils enter and leave the school through the designated gates by the roundabout. When they arrive in the morning, they line up in the playground before going to class with their teacher.

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. **Only 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 Loisirs à l'École.**

- **Late arrivals / absences: *Vie scolaire***

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

In the event of an appointment outside the school during school hours, entry or exit will take place at break time via gate C. Lunch is taken at school.

Classes	Morning	Lunch break	Afternoon
PS	10h10 – 10h25	12h00	14h25 – 14h45
MS	10h30 – 10h50	11h25	14h00 – 14h15
GS	10h30 – 10h50	11h25	14h00 – 14h15
CP	10h10 – 10h25	12h00	14h15 – 14h30
CE1	10h10 – 10h25	12h00	14h15 – 14h30
CE2	10h10 – 10h25	12h00	14h15 – 14h30
CM	09h55 – 10h10	11h25	13h45 – 14h00

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:**

In accordance with the School's Attendance Policy, it is imperative that the term and holiday dates are respected.

Repeated lack of respect for the calendar and daily timetable may result in the consequences described in the School's Attendance Policy, including the reporting of a child to the local authorities, in accordance with applicable rules in the United Kingdom for the prevention of truancy.

III – SCHOOL SUPPLIES - PASTORAL CARE

- **School supplies and attire:**

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 classes, all pupils must have, at all times, the required supplies as requested by the class teacher at the beginning of the school year.

The use of mobile phones is totally forbidden on school premises, except in the case of CM1 and CM2 pupils who have been authorised to return home alone after class. In this case, in accordance with [applicable DfE guidance](#), the "Never seen, used or heard" policy will apply. Any breach of these rules will result in the confiscation of the mobile phone, which will be handed over in person to the parents of the pupil concerned.

Within the School, the possession and/or use by a pupil of any connected device enabling him/her to make and/or receive calls, to geolocate, to take images and/or sounds is also strictly prohibited and will result in the same decisions.

Children must dress decently and appropriately for school. Sportswear is reserved for school sports activities.

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 School also recommends that children do not bring any money or personal items to school.

The School declines any responsibility in the event of theft, damage or loss suffered by a pupil.

- **Pastoral Care:**

UK child protection: It is imperative that all families ensure that they are aware of the Safeguarding and Child Protection Policy published on the Lycée Français Charles de Gaulle website.

<https://www.lyceefrancais.org.uk/a-propos/rapports-et-reglements/>

- **Smoking and Vaping:**

Smoking and vaping are strictly forbidden in the School.

III – SCHOOL CATERING

All students are half-boarders, meaning pupils must have School lunches at the School canteen from Monday to Friday, except as otherwise stated below.

No discount will be granted except in the following situations:

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

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

Pupils are requested to show consideration for the equipment, premises, food and other pupils, and to behave politely towards staff.

IV – MEDICAL

- **Access to the infirmary (pupil in pain) and leaving the school on medical grounds**

If a child is injured, he or she must inform a school adult immediately and be accompanied to the infirmary, where medical staff will assess the seriousness of the situation and decide whether to inform the family.

If an unwell pupil is unable to return to class after visiting the infirmary, a parent or an adult designated by a parent must collect the pupil and sign a liability waiver.

The infirmary will notify the primary school's *Vie Scolaire* when the pupil leaves.

- **Treatment needs (chronic or temporary)**

These must be reported immediately by parents to the medical team, which will take appropriate measures to manage the situation. Self-medication is not permitted. Only the medical team is authorized to administer medical treatment. A copy of the products to be administered will be supplied with the prescription by the family and kept in the infirmary, in a safe place and in the infirmary fridge when necessary. All medication must be deposited in the infirmary; pupils must not carry it with them and must come to the infirmary to take it.

- **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 , and with the agreement of the family, and on the basis of a medical diagnosis, a *PAI*, *PAP* or *PPS* may be set up to allow the pupil to take medication, to adapt 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 signed by the family and the pupil, and validated by the Head of School or his/her representative.

- **Lice, Contagious Diseases and Other Illnesses**

Children who have lice or other parasites must be treated at home without delay to avoid any contamination in the School. Parents must notify the school secretariat of this without fail. Parents must also report contagious diseases immediately to the School 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/>).

- **Emergencies**

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

V – BEHAVIOUR

Pupils and their families must refrain from any behaviour, gesture or word that would undermine the position or integrity of staff and the respect due to their fellow pupils and their families. Likewise, staff must refrain from any behaviour, gesture or word that would reflect indifference or contempt on their part towards 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.

If the School is to be well integrated into the neighbourhood, families must act responsibly at school drop-off and collection times. Total and continuous respect must be shown to neighbours, their homes and businesses. A good behaviour is expected from pupils at the roundabout, and games such as scooters, skateboards and balls are not permitted.

Pupils are strictly forbidden from bringing valuable or dangerous items, and it is forbidden for pupils to sell anything.

Parents should read the Pupil Behaviour & Discipline Policy (Primary Schools) which sets out the School's expectations in terms of behaviour, and describes the School's response and the sanctions applicable in the event of pupils breaching the School Rules and/or the Lycée's policies.

VI – HOW THE SCHOOL WORKS

The Lycée has public liability insurance which covers the consequences of damages that the Lycée may cause to others (under the circumstances and subject to the limits specified in the corresponding insurance policy). The Lycée's insurance is not intended to cover the consequences of damages that a child may cause to others, in particular to another child.

For this reason, it is strongly recommended that parents who do not already have public liability and personal accident insurance for their child(ren) purchase an insurance tailored for pupils (such as the insurance offered by the parents' association of the Lycée), which covers the personal liability of their child(ren) in the United Kingdom and includes an accident cover adapted to school needs (broken teeth, broken glasses etc.).

Class allocation at the beginning of the school year is at the discretion of the *Conseil des maîtres* (Teachers' Council). **No request for a change of class will be granted.**

Only pupils considered capable of following the French system of education successfully will be admitted during the school year. An assessment of the pupil's level may be carried out if necessary.

Decisions to move a pupil up a class, to reduce or extend the length of time a pupil spends in a *cycle* are taken by the *Conseils de Cycle*, and approved by *Conseil des maîtres*.

Families cannot request changes during the school year.

Families must pay Loisirs à l'École for the optional evening and Wednesday afternoon after-school activities organised by Loisirs à l'École when they have enrolled their children, and the Lycée cannot be held responsible in the event of an accident. Parents are responsible for picking up 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, and if possible, amended directly on the school site. The Lycée must be able to contact parents at all times in case of an emergency.

VII – 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.

Parents acknowledge that they have read the "Photographs, Audio and Video Recordings Consent Form" by signing the said form. It must be returned to the teachers by Friday 13 September 2024 at the latest.

VIII – POLICIES 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 policies and procedures listed on the website of the Lycée Français Charles de Gaulle de Londres (<https://www.lyceefrancais.org.uk/a-propos/rapports-et-reglements/>).

IX – SPECIAL ARRANGEMENTS

1. 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 AEFÉ 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 (the Lycée's Board of Governance)*, 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 will relate in particular (but not exclusively) to 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.

These necessary arrangements may change depending on the situation, and possibly 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.

2. These School Rules are subject to approval by the *Conseil d'École* during the first term of the 2023-2024 academic year. They are available on the Lycée's website (www.lyceefrancais.org.uk).