

*Subject to approval by the Conseil d'École during the first term of the 2024-2025 academic year*

## SCHOOL RULES

### École de Wix

#### FOREWORD

The education system is based on neutral and secular values which must be respected by all in the school. Everyone is also bound by the duty of regular attendance and punctuality, tolerance and respect for the person and feelings of others, respect for the equal rights of girls and boys, and protection against all forms of psychological, physical or moral violence. In no circumstances will the use of physical or verbal violence be tolerated. Mutual respect between adults and pupils and amongst pupils is also one of the foundations of community life.

The School aims to provide a calm and orderly environment for all to work in. 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.

The purpose of the 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 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 website of Lycée Français Charles de Gaulle de Londres.

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 Ecole de Wix
- "pupils" refers to pupils of the Ecole de Wix
- "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, DROP-OFF, COLLECTION, ATTENDANCE

### School hours:

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.

- **The school opens at 8.30am**; it is only from this time that the School takes responsibility for the children. Before this time, parents and children must stay behind the playground gate.
- Children must be present at the start of lessons – 8.45am (bilingual program on a parity basis) or 8.40am (bilingual program with reinforced English). They can only enter the building 10 minutes before the start of lessons, i.e. 8.30 a.m. for the reinforced English course and 8.35 a.m. for the parity course.
- 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 *Moyenne Section* bilingual program on a parity basis 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 3.30pm (3.15pm for the bilingual program on a parity basis) and Wednesday at 1.10pm (bilingual program with reinforced English).
- In the event that parents, the nanny, etc are being delayed for more than 10 minutes in the evening (3.25pm for the bilingual program on a parity basis and 3.40pm for the bilingual program with reinforced English), 1.20pm on Wednesdays (for the bilingual program with reinforced English), the child will go to the study room, organised by Kidoloisirs, within the school premises. A study session will then be charged to parents by Kidoloisirs.
- Access to the school playing areas is forbidden outside of school hours.
- Failure to comply with the timetable or school calendar may result in the consequences described in the School's Attendance Policy.
- 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 accompanied to the blue gate in an orderly manner.
- **Notification of any absence or late arrival** must be made immediately by phone or email to the Ecole de Wix *secrétariat* (contact.wix@lyceefrançais.org.uk) or justified by a letter addressed to the teacher. A pupil who has been absent for more than two weeks will be reported to the local authorities, in application of British

law to prevent truancy if, in the meantime, the parents have not sent a letter explaining the reasons for the child's absence.

- *Absences must be reported within 48 hours.*
- No child is allowed to leave the School before the end of the lessons, unless in exceptional circumstances 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* pupils will enter by the opposite side of the car park entrance between 8.30am and 8.40 am for the bilingual program with reinforced English, and between 8.35am and 8.45 am for the bilingual program on a parity basis.

### **Respecting the timetable is a must.**

- It is forbidden to anyone to use the car park without authorisation.
- Animals/pets (other than registered assistance dogs) are not allowed within the School (outside area included)
- Teachers are not responsible for the children after the end of the school day lessons; the person responsible for pick up the child then takes over.

## **II- SCHOOL SUPPLIES AND ATTIRE**

- Any school book must be covered  
Any school book or book borrowed from the School library which has been damaged or lost must be replaced by the family.
- Any costs incurred as a result of damage caused by a child to the buildings and furniture he/she uses at school will be charged to the parents.
- To ensure the smooth running of classes, pupils must have with them, throughout the year, the supplies requested by the teacher at the beginning of the school year.
- The School declines any responsibility in the event of theft, damage or loss suffered by a pupil or accompanying adults.

- **Clothing must be labelled with the name of the child.** Families must check that their child has not brought home items or clothing belonging to other pupils. When items of clothing have been lent by the School, they must be returned clean.
- **It is strictly forbidden for children to bring games or dangerous objects to the School or to sell anything in the School.**
- It is forbidden to smoke or vape inside the School premises and grounds.
- **Dress code:** pupils from Ecole de Wix must wear the following uniform:
  - navy blue or red sweatshirt, white polo shirt with the Belleville Wix Académie / Lycée Français Charles de Gaulle logo, navy blue trousers, dress or skirt, black or grey shorts, and dark shoes.
  - Polo shirts and sweatshirts are ordered from the English school and are to be collected at School.

### III - 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 set out in the relevant 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, parents who do not already have third party liability and personal accident insurance for their child(ren) are strongly advised to take out school insurance** (e.g. that offered by the Lycée's Parents' Association), which covers their child(ren)'s third party liability in the UK, and includes accident cover adapted to school needs (broken teeth, broken glasses, etc.).
- All information between the School and the parents will be made using the "*cahier de liaison*" (correspondence book). Parents must check the book regularly. Email can also be used.
- Pupils are not allowed to bring food at school (snacks, birthday cakes, etc) containing nuts.
- Class allocation at the beginning of the school year is at the discretion of Ecole de Wix's Headteacher, after receiving advice from *Conseil des maîtres* (Teachers' Council). No request for a change of class will be granted.
- Decisions concerning admission to the next grade, doubling the class, redirection of a child to a different type of education is taken by the *Conseil des Maîtres de Cycles*.
- Only pupils with the aptitude to succeed within the French education system will be allowed to continue their studies at the School.
- The use of cell 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 cell 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.
- Behaviour and sanctions: 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. Parents must become familiar with 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.
- **The reputation of the School in the area relies on the responsible behaviour of the School families at drop off and pick up times. The neighbourhood must be fully respected (parking, children's behaviour).**
- After school activities are optional. There is a charge for after school activities. Parents must pick up their children on time at the end of the activities. Information on available activities and the operation of the after school activities can be found on the Kidoloisirs website.

#### IV – HEALTH

##### 1. If a Child is Injured or Unwell

If a child injures him/herself, he/she must immediately notify a responsible adult (school management, teacher or *AED* – educational assistant). The School will notify parents if necessary.

If a pupil who is unwell is unfit to return to class, a parent (or an adult specifically designated by a parent) **MUST** come to the School to collect the pupil and sign a liability waiver.

##### 2. Need for Chronic Treatment

No medication can be brought to school by the pupil. No medication will be administered at school except in the case of a child suffering from a chronic illness for which a *Projet d'Accueil Individualisé (PAI)* will have been signed by the school doctor.

##### 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 Head of School or his/her representative.

##### 4. 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/>).

## 5. 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 – 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.

Parents acknowledge that they have read the document called "Image, Audio and Video Recording Authorisation Form" by signing the said form. It must be returned to the teachers by Friday 13 September 2024 at the latest.

## VI – SCHOOL MEALS

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

**At the beginning of the year, the Ecole de Wix offers families the choice between “Lunch in the canteen” and “Lunch with Packed lunch”. This choice is valid for the entire school year.**

However, parents may request a change of lunch option during the year

- from " Lunch in the canteen " to " Lunch with Packed lunch " or
- from " Lunch with Packed lunch" to " Lunch in the canteen "

All requests for a change of lunch regime for the following term must be sent in writing to the Ecole de Wix *secretariat* before December 15 for the 2nd term (starting in January) and before March 15 for the 3rd term (starting in April). Only one lunch regime change is possible per school year.

Pupils will not be permitted to eat their lunch out of school (*régime externe*) except in the following situations:

- Permanent departure of the pupil in one of the instances specified in the "other departures" clause in article 1.1 of the Lycée Français Charles de Gaulle de Londres' financial regulations.
- Exclusion from the catering service for disciplinary reasons.
- Compelling need to switch to eating out of school (or "Packed Lunch") for health reasons, supported by a doctor's note (final validation by the school doctor).

## VII- 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, rules 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/>).

## VIII – SPECIFIC PROVISIONS

- **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.

- School Rules are subject to approval by the *Conseil d'École* during the first term of the academic year. They are available on the Lycée's website ([www.lyceefrancais.org.uk](http://www.lyceefrancais.org.uk)).