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## 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.

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1. L'Ecole André MALRAUX, an annex of the Lycée Français Charles de Gaulle, is a self-governing, co-educational school catering for Nursery and Primary children. Pupils are enrolled without any form of discrimination and are offered an education which conforms to the Convention of Children's Rights as adopted by the United Nations and based on secular principles.
2. The teaching times are as follow:  
Monday, Tuesday, Thursday, Friday : 8h40 to 15h40  
Wednesday: 8h40 to 11h40 for the nursery and 12h00 for the primary

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

1. The school opens at 08h30. Nursery children go directly into their respective classroom. Primary children go into the C2 playground where they are supervised until the lessons begin at 08h40. Private fee paying childcare is available before and after school times.
2. The School's liability terminates at the end of lessons (3:40 pm every day except on Wednesday at 1.10 pm for the Nursery classes and 1.20 pm for the Primary classes). Parents are kindly requested to respect this timetable, to leave the Nursery playground with the children and proceed to the designated parents' waiting area immediately after the end of lessons to relieve the teachers of their responsibility. No supervision is provided after school hours.

3. In every class, parents should notify teachers of the names of all the individuals who are authorized to collect their children after school. The children must be collected by the family at 3.30 pm (1.10 on Wednesday) and no later than 3.40 pm (no later than 1.20 pm on Wednesday) as members of staff are under no legal obligation to supervise them after that time.
4. In cases of repeated negligence or lack of co-operation displayed by the parents in collecting their child after school at the appointed times, the decision to suspend a child, for a maximum period of one week may be taken by the School Headteacher on behalf of the Lycée Headmaster.
5. Any absence or late arrival should be notified and justified **by email to the school office with the headteacher in copy. The school office will forward the information to the teachers.** A pupil who has been away from school for over two weeks will have his/her name removed from the register if, during that time, the parents have failed to indicate the reason for his/her absence.
6. **When a child is sick, parents will respect the exclusion time indicated by the school in line with the recommendation of the school doctor and the public health organisation.**
7. Pupils arriving late will be taken to their classroom by the adult accompanying them, having first gone to the Secretary's office to get a late slip. On outing days (swimming, museum visits etc), the same procedure should be followed when pupils arrive late. Even if they have missed the class' departure, they must come to the Secretary's office. Pupils cannot be taken by a parent directly to the outing venue.
8. No child is allowed to leave school before the end of lessons except in exceptional circumstances, in which case the parents must write an explanatory note to the class teacher giving the name of the person responsible for collecting the child. The child will be released upon signing a discharge note.
9. On swimming days, pupils who might be excused from swimming must still be present at the start of school, even if swimming is the first activity of the day. Depending on the reason for being excused, either the pupil will stay at school to benefit from an activity in another classroom or will attend the swimming session as a spectator at the side of the pool.
10. The School's reputation in the neighbourhood is the responsibility of all families at the start and end of the school day and requires proper conduct and consideration for our neighbours and their property (particular attention should be paid to pupils' behaviour and to parking as well)
11. The designated parking area is in Cuckoo Avenue.
12. Dogs are not allowed within the school boundaries. That includes the parents waiting area at the end of the path.
13. Pupils coming to school on scooters or bikes must dismount by the gate and walk to the parent pick up area. Due to heavy pedestrian traffic at drop off and pick up times and the alley's gradient, this must be respected for everyone's safety.
14. **Parents helping in the school or helping to supervise on a school outing are not allowed to take photographs - of either pupils or adults - on their personal devices.**

## II - SCHOOL LIFE

1. 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 not covered. We recommend those offered by the Lycée's PTAs which are well suited for the school environment (eg.cover for broken tooth, broken glasses, etc.)

2. School holidays are decided at the school management meeting of the Lycée Charles de Gaulle and must be complied with by all. Parents who fail to comply cannot request teachers to provide extra work to cover lessons which have been missed.
3. The class teacher will refrain from using any behaviour, gesture or word that might be interpreted as indifference or scorn towards the pupils or their families. Similarly, pupils and their families will refrain from using any behaviour, gesture or word that might reflect a lack of respect for the teacher or undermine his/her authority as well as towards other pupils and their families. The class teacher will expect all pupils to work to the best of their ability; failing that, he/she will take the appropriate steps after examining the possible causes for this failure. All forms of corporal punishment are strictly forbidden. A pupil must not be deprived of a whole break-time for punishment.
4. Failure to abide by the school rules and, more specifically, any display of prejudice shown against the physical or moral integrity of the other pupils or of the adults will be met with reprimands which, in some cases, may be notified to the parents. If a child's behaviour is difficult or could be dangerous for himself/herself or for others, it may be decided to isolate him/her from the other pupils, although only temporarily and under supervision.
5. Pupils who hurt themselves at school, however slightly, must inform an adult straightaway (Headmistress, teacher or supervisor). The school will inform the parents if necessary.
6. In order to guarantee everyone's protection and safety during school activities, each child must be insured. To this end, personal liability insurance for third party damage and personal injury insurance details are required. Families must provide the school with policy insurance at the start of the school year or at the beginning of October latest.
7. Allocation of pupils to the different classes at the beginning of the year is decided and agreed by all the teachers at a staff meeting. Further requests for change will not be accepted.
8. Progress reports will be provided to parents two or three times a year depending on class levels. A parents/teachers day is organised during the first term.
9. Decisions regarding admissions to the year above, repeating a year or recommendation of an alternative form of education are taken by all teachers present at a specific staff meeting. Families may request an appeal regarding the decision by writing to the Headmistress. Consequently, a commission chaired by the Headmaster will be called to reconsider the case of these pupils and will reach a definite and irrevocable decision.
10. Any correspondence between the school and the parents is contained in a liaison book which should be checked and signed regularly by the parents. The school will use email to notify parents of information. Parents are advised to check the Lycée's website on a regular basis.
11. Children will not bring any medicine to school. No medicine will be administered at school except in the case of a child suffering a particular disease and for whom a PAI (Individual Care Plan) will have been set up.

### III - SCHOOL EQUIPMENT

1. It is strictly forbidden to bring to school any kind of toy or other item that might be dangerous or valuable. The use of mobile phones is prohibited within the school premises. Such permission will only be granted in exceptional circumstances by the Headmistress to the CM1 and CM2 pupils only.
2. Any book, which has been damaged or lost, must be replaced by the family.

3. The cost of repairing defaced school buildings or damaged school furniture and equipment caused by a pupil will be met by his/her parents.
4. In order to ensure the smooth running of the lessons, it is necessary that all the pupils have, throughout the year, the stationery items requested at the beginning of the autumn term by the class teachers.
5. The School declines any responsibility in the case of stolen or lost property whether the owner is a pupil or the accompanying adult.

#### **IV - PICTURE RIGHTS**

Parents acknowledge that they have read the “Fair Processing Notice\_audio and visual recordings and photographs” by returning the consent slip to the teachers no later than 15 September.

#### **V - SCHOOL MEALS**

1. The school’s catering service is a service open primarily to its pupils. The status of a pupil who has lunch is not a right but a courtesy granted to families. As such, pupils are asked to respect the facilities, food, and other diners as well as staff to ensure the smooth running of the service. Members of staff are equally entitled to have lunch on the basis of a standard fee per meal.

The pupil, whilst under his or her legal guardians’ control (if a minor), is registered with the refectory according to a fixed package

The dining option and the fee package are valid for the entire year.

2. No change to dining options will be permitted, unless one of the following exceptions is met:
  - ▶ Confirmed departure of a pupil following a change of guardian (no departures will be taken into consideration following 1st May)
  - ▶ Suspension of dining rights as a result of misbehaviour.
  - ▶ A genuine need to switch to eating out of school for health reasons, supported by a medical certificate.

No refunds are issued in the event of teacher absences, staff strikes, school trips or bad weather.

Pupils are reminded that food may not be consumed at meal times outside of the refectory, other than in cases involving food allergies (PAI or individual care plan).

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

Parents acknowledge that they have read the Financial Regulations document by signing the “ACCEPTANCE SLIP\_Policies & Procedures\_2018-2019” which must be returned to the teachers no later than 15 September.

#### **VII - SPECIFIC PROVISIONS**

The school rules are approved or modified every year at the first school council meeting. They are then downloaded onto the Lycée's website. Every family is asked to confirm having read and understood the rules by signing the confidential data form at the beginning of every school year.