

BACK TO SCHOOL INFORMATION ANNÉE SCOLAIRE 2025-2026

London, July 2025

Dear Parents

Please find below the back-to-school information.

- The school year will start on Wednesday 3 September 2025 for all classes.
- The official opening and closing times, as set out in the 2025-2026 school rules, will apply from Wednesday 3 September.

Maternelles (Petite Section-Moyenne Section-Grande Section)

Monday, Tuesday, Thursday, Friday: 8.30am - 8.40am to 3.30pm

Wednesday: 8.30am - 8.40am to 1.10pm

Elementary:

Monday, Tuesday, Thursday, Friday: 8.30am - 8.40am to 3.40pm

Wednesday: 8.30am - 8.40am to 1.20pm

- On the first day of school, please observe the timetables and procedures specified in this document.
- On the morning of Wednesday 3 September, class lists will be posted in the parents' courtyard and in front of the classrooms on the garden side.
- Parents of pupils whose child has a PAI are asked to contact the secretariat before the start of the school year to check that the protocol is up to date for the start of the school year (medicines available at the school, date of validity of medicines and prescriptions up to date, etc.).
- With the exception of Petite Section pupils, all pupils will have lunch in the canteen from the first day.

BACK TO SCHOOL IN NURSERY

Nursery parents will be allowed to accompany their child to class throughout the year.

In Moyenne Section, all pupils will start on Wednesday 3 September:

- Pupils whose surname begins with the letter **A to G** will start at **8.30 am**.
- Pupils whose surname begins with the letter **H to Z** will start at **8.45 am**.

On the first day of school, classes will finish for all Moyenne Section pupils at 1.10pm . Children will be collected by an adult at the classroom door.

In Grande Section, all pupils will start on Wednesday 3 September:

- Pupils whose surnames begin with the letters **A to E** will start at **8.30 am**.
- Pupils whose surnames begin with the letters **F to Z** will start at **8.45 am**.

On the first day of school, classes will end for all Grande Section pupils at **1.10pm**. Children will be collected from their classrooms by an adult.

In Petite Section, all pupils will return on Wednesday 3 September:

- Children with a surname starting from **A to L** will have class from **8.30am to 9.45am (Group A)**
- Children with a surname starting from **M to Z** will have class from **10.40am to 11.55am (Group B)**
- **For the first week, children will be picked up at their class' door at the times indicated in the table below.**

	GROUP A	GROUP B
Wednesday 3 September	8.30am – 9.45am	10.40am – 11.55am
Thursday 4 September	All children - 08.30am-12.15pm	
Friday 5 September	All children - 08.30am-12.15pm	
Monday 8 september	Full day for all children	

- From Monday 8 September, the official timetable will apply.

START OF ELEMENTARY SCHOOL (CP to CM2)

All elementary pupils will start school at 8.30 a.m. on Wednesday 3 September.

On the first day of school, parents of elementary pupils will accompany their children to their respective classrooms at 8.30 am. Teachers will take charge of pupils as they arrive. Parents will inform the teachers of the name of the adult who will collect their child on the first day. For the rest of the year, only parents of nursery pupils are authorised to accompany/pick up their child(ren) from the classroom.

Class ends at 1.20pm.

Pupils will be collected from the parents' playground by the parents or a designated adult.

ADMINISTRATION AND SUPPLIES

On the first day of school, please give your child :

- 02_EN_Information Sheet 2025-2026 - AM
- 03_ACCEPTANCE-SLIP-Policies-Procedures-2025-2026-PRIMARY SCHOOLS
- 04_Form_aptation_d_images_and_recordings_video_and_audio_2025-2026 -FR-EN

- 05_Permission for leaving after school without an adult 2025-2026_CM1 & CM2 only
- 10_Acceptable Use of the School's ICT facilities and Internet
- The school supplies requested for your child's level.

THE STAFF

M. Daniel RIGGS	Director
Mme Hélène EDGAR (LMMéJ) et Mme Laurence RUITENBEEK (V)	Secretaries
Mr Winston JORDAN	Caretaker
Mme Manar EL HAJJ	Teaching Assistant
Mme Laurence DJOLOLIAN	Teaching Assistant
Mme Cloé GENET	Teaching Assistant
Mme Florence BONNET	Teacher
Mme Emilie GALMICHE	Teacher
Mme Sidonie MANCOIS	Teacher
Mme Marie-Christine MATTA	Teacher
Mme Catherine MENDIAUX (1Me/2 JV)	Teacher
Mme Lydia ORHAN	Teacher
Mme Sandrine ROBERT (LM 1Me/2)	Teacher
Mme Anny ROBIN	Teacher
Mrs Gwenaëlle RIGGS	Teacher
Mrs Marie-Hélène EMSLIE	English Teacher
Mrs Vanessa DAVIS	English Teacher
Mrs Katie NICHOLSON	English Teacher
Mrs Samantha CUMMINGS	Supervisor
Mme Camilla CHUTTOO	Supervisor
Mme Edna DANIEL	Supervisor
Mme Carolanne DAVIES	Supervisor
Mr. Delano McKAIN	Supervisor
Mrs Niama McKAIN	Supervisor
Mme Toks MORVAN	Supervisor

A FEW RECOMMENDATIONS

All entrances and exits (pupils and parents) must go through the Bordars Road gate (parallel to Laurie Road).

Thank you in advance for respecting your neighbours by observing the following rules:

- Never block a resident's private car park or vehicle.
- Get into the habit of parking on Cuckoo Avenue to relieve congestion around the school.
- Never stop in the yellow or white zigzag zones.
- Keep the road and pavements clear around the school and avoid crowding.

Only members of staff are permitted to use entrance 44 Laurie Road and to park their vehicles in the car park inside the school.

All children will have lunch at school, including Wednesday lunchtimes. As supervision cannot be provided after school leaving time, parents must make all arrangements to ensure that their children are picked up at school leaving time. Furthermore, the school secretary cannot be asked in advance by parents to supervise their child(ren).

All nursery pupils must be accompanied to and collected from the classroom door by a person nominated by the parents (form included in the information form). The same applies to elementary school pupils in the parents' playground.

Aktiva

The Aktiva after-school care center will reopen on Wednesday 3 September for breakfast club at 7.30am . Please register with Aktiva. ([Link to Aktiva website](#))

Amicale Clubs

The Amicale's activities are due to start in September. Registration will be open online on the Amicale website a few days beforehand. The precise timetable will be sent to you in the first few days of the school year. ([Link to Amicale website](#)).

Parent's associations

Parents' associations represent families and are key contacts for the school's senior leadership team. They participate in the life of the school and sit on the school's various consultative bodies. Elections for parent representatives are held every year in October.

There are two associations at the Lycée Français Charles de Gaulle: the APL and the CIPL.

The traditional picnic organised by the APL to welcome new families will take place on Sunday 31 August at Walpole Park, near the main playground. Please bring a picnic, the APL have indicated they will offer cakes and fruits.

The dates of the proposed back-to-school meetings for each class will be announced at the start of the school year.

I wish you and all our pupils a very happy summer.

I look forward to welcoming your children on Wednesday 3 September.

Yours sincerely
Daniel RIGGS