

approved unanimously by the School Council of 14 November 2024

Ecole Marie d'Orliac 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.

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 Ecole Marie d'Orliac
- "pupils" refers to pupils of Ecole Marie d'Orliac
- "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

1. School hours: attendance and punctuality are compulsory. The school community must read the Lycee'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.
2. The school gates open at 8.15 am or 8.25 am depending on the class level of the child at which point the school takes responsibility for the children.
3. Children from CP to CM2 must be dropped off at the main gates by their parents. They are then welcomed in the School's playground. At drop off parents must not enter the School buildings or playground.
4. **The school cannot be held responsible for the children before drop off time and after the end of the lessons.**
There is no childcare or supervision organised after the end of the school day:
 - 'Maternelles': from 1 pm on Wednesdays, from 3.10 pm on any other school day.
 - 'Elementaire': from 1.15 pm on Wednesdays, from 3.20 pm any other school day.
5. The school does not accept responsibility for the children after pick-up time and parents are requested to leave the school grounds promptly after collecting their children (the playground cannot be used outside school hours).
6. The double line in the playground is the official school boundary for the collection of pupils. Once beyond that line, the school is no longer responsible for the pupils.
7. The timetable and school calendar for the school year are communicated to families. To avoid disrupting the smooth running of the school, they must be strictly observed. Failure to comply with the timetable or school calendar may result in the consequences described in the School's Attendance Policy.
8. The start and end of school holidays must be respected. No pupil will be authorised to leave school early the last day before a holiday.
9. The school gate is closed at 8.25 am for class levels starting at 8.15 am, and at 8.35 am for class levels starting at 8.25 am. Past that time you are late and you could be waiting a certain time to come in and out of the school. The gate will not open again before all the classes are in session.
10. Any absence (planned or unplanned) must be always reported by e-mail to the teacher AND the "vie scolaire" (educational assistant team) (vsmdo@lyceefrançais.org.uk). 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.

11. Planned absences must be communicated as above and as soon as possible and teachers have no obligation to prepare or communicate the work that has to be done in advance.
12. In case of late arrival at school, parents are requested to take their children to the vie scolaire office where they will have to sign the late arrival register. Parents do not go to their child's classroom. After 5 late arrivals, a meeting between the Head teacher and the parents may be organised. Too many late arrivals may lead to the late child being refused class access for the day.
13. When parents come to the school they have to come first to the vie scolaire office, including parents coming to help out regularly on various projects. Parents who want to meet a teacher will take an appointment and will first come to the vie scolaire office at the date and time agreed to sign the register and take the visitors' badge so that they can be identified as visitors whilst on the School premises.
14. Pupils are not allowed to leave or arrive during the day, except in very exceptional circumstances, when a written request is made in advance to the Head teacher, indicating the name of the person responsible for picking up the child, always before or after the School's lunch break.
15. The names of the persons authorised to pick up a child at the end of the day's lessons will be notified to the child's teacher on the information form completed at the beginning of the year. An authorisation form for pupils to go out without adults (CM1 and CM2) is available and must be given to the teacher at the beginning of the year. An authorisation form for a sibling to collect a pupil is also available and should be given to the teacher at the beginning of the year.
16. The good integration of the school in the borough requires families to be considerate to the school neighbours at all times. It requires absolute and permanent respect for neighbours and their homes (parking, children's behaviour).

II – SCHOOL SUPPLIES AND ATTIRE

1. Books belonging to the school that are lost or damaged must be replaced by the family.
2. 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.
3. 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.
4. Any belongings left behind in the morning for the school day may not be left at reception and distributed to pupils during the day, except for health or safety reasons.
5. The school declines all responsibility in the event of theft, damage or loss suffered by a pupil or accompanying adults. We strongly advise against carrying valuables (jewellery, money, clothes, etc.).

6. Smoking and vaping are strictly forbidden in the School.
7. Clothes must be marked with the child's name. Families must check that their child does not bring home objects or clothing belonging to other pupils. When clothes have been lent by the school, they must be returned clean.
8. It is forbidden for pupils to bring dangerous objects to the school. Also, it is forbidden to take scissors and compasses out of the classroom during break times.
9. It is forbidden for pupils to bring umbrellas or toys to the school. It is also strictly forbidden for pupils to trade or sell anything at school.

III – HOW THE SCHOOL WORKS

1. 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.).
2. Pupils are not allowed to bring food at school (snacks, birthday cakes, etc) containing nuts.
3. 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.
4. 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*.
5. Only pupils with the aptitude to succeed within the French education system will be allowed to continue their studies at the School.
6. Any connected electronic device (telephone, watch, tablet, etc.) is totally prohibited on school premises. If a pupil is in possession of a connected device, its use is strictly forbidden on school premises and parents must declare the device to the school's senior leadership team. In this case, in accordance with the DfE's guidance on this subject, the 'Never seen, used or heard' policy will be applied, or the device will be kept by the teacher if necessary. Any breach of these rules will result in the confiscation of the mobile phone, which will be returned in person to the parents of the pupil concerned.

7. In the event of a change of contact details during the year (e-mail, telephone, address, etc.), parents undertake to inform the school administration and, if possible, to make any changes on the Lycée website. Parents must be contactable by email or telephone at all times.
8. 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.

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.

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 agreement.

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.

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.

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.lyceefrançais.org.uk/a-propos/rapports-et-reglements/>).

VIII – SPECIFIC PROVISIONS

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 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 (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 AEFE, 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. 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.lyceefrançais.org.uk).