

Subject to adoption by the Conseil d'Ecole in the first term of the 2025-2026 school year

SCHOOL RULES

From the Marie d'Orliac school

PREAMBLE

The education service is based on the values of neutrality and secularism, which must be respected by everyone in the school. Everyone is also bound by the duty of attendance and punctuality, tolerance and respect for others in their person and sensitivity, respect for equal rights between girls and boys, and protection against all forms of psychological, physical, or moral violence. Under no circumstances will the use of physical or verbal violence be tolerated. Mutual respect between adults and students and between students also constitutes one of the foundations of community life.

The school must offer everyone the opportunity to work in an orderly and calm atmosphere. Such an atmosphere cannot be created and maintained without the active participation of all those involved in the life of the school.

The internal regulations have no other purpose than to remind members of the educational community of the conditions under which respect for the rights and duties of each individual is ensured so that the safety of children and the smooth running of the establishment are assured.

The school implements an inclusive school organisation in its national environment; the educational community is invited to read the "English as an Additional Language and SEND Statements" on the website of the Lycée Français Charles de Gaulle in London.

The internal regulations apply to all members of the educational community, within and around the school, and during all educational activities (PE, school outings and trips, etc.).

The educational community must familiarise itself with all the regulations and policies adopted by the establishment which supplement the internal regulations.

(<https://www.lyceefrancais.org.uk/a-propos/rapports-et-regulations>), including (but not exclusively) the financial regulations, the IT charter, the safeguarding policy, the Attendance policy, the Pupil behaviour policy (primary), the anti-bullying policy.

In these internal regulations,

- “educational community” means the students, parents, teachers and staff of the school;
- “the school” means the Marie d'Orliac school;
- “students” means the students of the Marie d'Orliac school;
- “the Lycée” means the Lycée Français Charles de Gaulle in London;
- “parents” means the student’s parents or legal guardians who have parental authority. In the event that only one parent or legal guardian of the student has parental authority, the term “parents” means that parent or legal guardian.

I – SCHOOL HOURS, ENTRANCES, EXITS, MOVEMENTS

1. School Hours: Attendance and punctuality are mandatory. The educational community must consult the school's attendance policy, which outlines students' obligations in this regard, parents' obligations (including notification of student absence or lateness), and describes the actions taken by the school in the event of a student's absence or lateness.
2. School opens between 8:15 and 8:30. It is only from this time that childcare begins.
3. Elementary school students (CP to CM2) are welcomed in the elementary school playground, without their parents, who remain at the gate. Maternelle students are welcomed as follows :
 - PS: Parents accompany children to the class.
 - MS and GS: parents accompany the children to the gate of the maternelle playground. Parents do not enter the building.
4. The school cannot be held liable before the start time or after the end of classes.
No supervision service is organised after the end of classes:
 - in maternelle (PS-Nursery, MS-Reception and GS-Year 1): Wednesdays from 13:00 pm , and the other days from 15:20 pm
 - in elementary school:
 - Wednesday from 13:15 pm
 - the other days from 15:20 pm for CP-Year 2 and CE1-Year 3 classes, and 15:30 pm for CE2-Year 4, CM1-Year 5 and CM2-Year 6 classes
5. The school cannot be held responsible for children after school hours and parents are asked to leave the establishment immediately after collecting their child (the school playgrounds are prohibited outside school hours).
6. The yellow line drawn in the playground serves as an exit line. Once students leave class, beyond this line, the school is no longer responsible for the students.
7. The school timetable and calendar for each academic year are communicated to families. To avoid disrupting the smooth running of the school, they must be strictly adhered to.
Failure to comply with school timetables or calendar may result in the consequences described in the school's attendance policy.
8. Holiday start and end dates must be strictly followed. No child will be allowed to leave school early on last days of school.
9. The school gates will be closed at 8:30 am. Past this time (to enter or leave the school), you are late and you are exposed to a significant waiting time. Only gate C allows latecomers to enter the school.
10. Any absence (planned or unplanned) must be systematically reported by Pronote Application, or an email jointly addressed to the teacher and to the school administration (vsmdo@lyceefrançais.org.uk). A pupil who has been absent for more than two weeks will be reported to the local authorities, in accordance with British rules on preventing truancy, if, in the meantime, the parents have not indicated by letter the reasons for their absence.

11. Planned absences must be communicated as indicated above and as soon as possible. Teachers are not required to prepare or communicate in advance the work done in class on days' absence of students.
12. In case of late arrival, parents are asked to take their child to the school office where they will fill out the lateness register. Parents do not go to the classroom. After 5 late arrivals, contact between parents and management can be arranged.
13. Parents must enter the building exclusively through the school life office, including parents who regularly work on certain projects. Parents who wish to speak with a teacher must make an appointment and systematically present themselves at the school life office on the day and time indicated to sign the register and wear the badge or sticker identifying them as a visitor.
14. Students leaving or arriving during the day are not permitted except in very exceptional cases, requested in writing and in advance from the management and indicating the name of the person responsible who will pick up the child, always before or after the lunch break.
15. The names of the adults authorised to pick up the child at the end of the lessons will be notified to the teacher on the fiche de renseignement (pupil information document). A form authorising students to leave without adults (CM1 and CM2) is available and must be given to the teacher at the start of the year. A form authorising siblings to pick up a student is also available and must be given to the teacher at the start of the year.
16. The proper integration of the school into the neighbourhood requires families to take particular responsibility when entering and leaving the school. This requires absolute and constant respect for neighbours and their homes (parking, children's behaviour).

II – MATERIALS AND OUTFIT

1. Any book belonging to the school, damaged or lost, must be replaced by the family.
2. Expenses incurred by damage caused by the child to buildings and furniture used by him will be reimbursed by the parents.
3. For the proper functioning of classes, students must have, at all times of the year, the materials indicated at the beginning of the school year by the teacher.
4. Items left behind in the morning for the school day cannot be left at reception and distributed to students during the day, except for reasons of student health or safety.
5. The establishment declines all responsibility in the event of theft, damage, or loss suffered by a student or their chaperones. It is strongly recommended not to have valuables (jewellery, money, clothing, etc.) on the premises.
6. Smoking or vaping is strictly prohibited in the school.

7. Clothing must be marked with the child's name.
Families should ensure that their child does not bring home any items or clothing belonging to other students. When clothing is loaned by the school, it must be returned clean.
8. Students are strictly prohibited from bringing dangerous objects to school.
Scissors, compasses, etc. are prohibited during playtime.
9. Umbrellas and toys are prohibited in school, and it is forbidden to sell or trade anything.

III – OPERATION OF THE SCHOOL

1. The High School has civil liability insurance that covers the consequences of damage that the High School may cause to others (in the circumstances and within the limits provided for in the corresponding insurance policy). The High School's civil liability insurance is not intended to cover the consequences of damage that a child may cause to others, particularly another child.

For this reason, it is strongly recommended that parents who do not already have liability and accident insurance for their child(ren) take out school insurance. (for example, the one offered by the Lycée parents' association), which covers the civil liability of their child(ren) in the United Kingdom and includes accident cover adapted to school needs (broken teeth, broken glasses, etc.).

2. Students are not allowed to bring into school any food (snacks, snacks, birthday cakes, etc.) containing nuts.
3. Class assignments at the beginning of the school year are the responsibility of the teachers' council. No request for class changes will be accepted.
4. Decisions to reduce or extend the length of time a student attends a cycle, or to redirect them to another type of education, are taken by the Conseil de Cycle.
5. Only students who are able to profitably pursue education in the French system may be admitted to begin and continue their studies at the institution. A level assessment may be implemented if necessary.
6. Any connected electronic device (phone, watch, tablet, etc.) is strictly prohibited on school premises. If a student is in possession of a connected device, its use is strictly prohibited on school premises and parents must declare the device to the management. In this case, in accordance with the DfE 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 violation of these rules will result in the confiscation of the mobile phone, which will be handed over to the parents of the student concerned.

7. If contact information changes during the year (email, telephone number, address, etc.), parents agree to inform the school administration and, if possible, to make any changes on the school website. Parents must be contactable by email or telephone at all times.
8. **Behaviour and sanctions**
Students, like their families, must refrain from any behaviour, gesture, or speech that would undermine the function or integrity of staff and the respect owed to their classmates and their families. Similarly, staff must refrain from any behaviour, gesture, or speech that would reflect indifference or contempt on their part toward the student or their family.
Parents should familiarise themselves with the Pupil Behaviour Policy (Primary), which sets out the school's expectations regarding behaviour, describes the school's responses and the sanctions regime applicable to pupils who breach the school's internal rules and/or the Lycée's policies.

IV - HEALTH

1. **Sickness/injury**
A child who is injured must immediately notify a responsible adult (management, teaching, or supervisory staff). The school will notify the parents if necessary.
When a student who is unwell is unable to return to class, a parent or an adult designated by a parent must come and collect them and sign a waiver of liability.
2. **Chronic care needs**
No medication will be brought to school by the student. No medication will be administered at school except in the case of a child with a chronic illness for whom a PAI has been signed by the school doctor.
3. **Implementation of an Individualised Reception Project (PAI), a personalised support project (PAP), a personalised schooling project (PPS)**
After request and agreement from the family, and based on a medical diagnosis, a PAI, PAP or PPS may be put in place for the taking of treatments, to arrange the conditions of study or access to buildings for the student concerned. It is prepared by the medical team in conjunction with the teaching and educational team, signed by the family and the student and validated by the head of the establishment or his representative.
4. **Lice, contagious diseases and other illnesses**
If they are carrying lice or other parasites, children must be promptly treated at home to prevent any contamination within the school. Parents must notify the school office. Contagious diseases must be reported by parents immediately to the school, which will take appropriate measures to manage the situation.
Students with contagious illnesses will not be able to attend school for the period of time recommended by the NHS or their GP/doctor.

Families are required to follow NHS recommendations regarding other illnesses that may require avoidance (48 hours avoidance in the event of vomiting or diarrhea, 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 steps it deems necessary. The family of the student concerned will be notified immediately.

V – IMAGE RIGHTS

Current legislation protects image rights, prohibiting the capture and exploitation of the image of individuals without their explicit consent. Applied to the operation of an educational establishment, this legislation prohibits the image of anyone, student or staff, from being captured by any means whatsoever (camera, mobile phone, etc.), and a fortiori from being exploited or disseminated on any medium whatsoever (paper, digital media, blog, website, etc.) without the knowledge or consent of the person concerned. Individuals who violate this prohibition will be subject to disciplinary sanctions.

These rules also apply to distance learning: it is prohibited to capture an image of anyone or to make an audio or video recording of anyone without their explicit consent.

Parents acknowledge having read the document “Authorisation form for image capture, audio or video recording” by signing the authorisation request which must be returned to teachers by Monday, 15th September 2025 at the latest.

VI – SCHOOL CATERING

Students are asked to respect the equipment, premises, food, other students and to behave politely towards staff.

School meals are compulsory from Monday to Friday. All students are half-boarders.

No discount will be granted outside of the following situations:

- Permanent departure of the student following a professional transfer (no departure will be taken into consideration after 1st May).
- Exclusion from catering service for disciplinary reasons.
- Urgent need to switch to the external regime for health reasons, certified by a medical certificate (final validation by the school doctor).

It is recalled that the introduction of food intended for meals is strictly prohibited in the establishment, except within the framework of the PAI.

VII – REGULATIONS AND PROCEDURES

By signing the “ACCEPTANCE SLIP_Policies & Procedures_2024-2025” which must be returned to the teachers no later than Monday 15 September 2025, parents acknowledge that they accept the provisions of the School Rules, financial regulation, and all other policies, charters and procedures as adopted or amended from time to time and listed on the website of the Lycée Français Charles de Gaulle de Londres (<https://www.lyceefrançais.org.uk/a-propos/rapports-et-reglements/>).

VIII – SPECIAL PROVISIONS

1. Necessary arrangements

When circumstances require it (for example: occurrence of a pandemic, transport strike, bad weather, etc.) the establishment may adopt,

- based on any recommendations and instructions transmitted by the British authorities, any recommendations from the AEFE where applicable and consultations,
- after consulting with representatives of members of the educational community when necessary,
- after approval by a Conseil d’Etablissement, a CHSCT and/or the Diplomatic Post when necessary,

various arrangements, protocols, procedures or others (hereinafter the “necessary arrangements”), intended to describe the specific arrangements put in place or recommended, with the aim of maintaining the education of students and preserving the health of students and staff.

The necessary adjustments will include (but are not limited to) the following:

- Changes to school timetables
- Limitation, or even prohibition, of face-to-face classes and transition to distance learning
- Limitation of the number of students in face-to-face classes
- Social distancing rules

The necessary arrangements may change depending on the situation, and possibly on directives from the British authorities, recommendations from the AEFE and the Diplomatic Post.

The establishment will inform the educational community of the necessary adjustments and their updates as soon as possible.

In the event of a conflict between the terms of these internal regulations and those of the necessary adjustments, the necessary adjustments shall prevail as long as they are in force.

2. The internal regulations are adopted by the Conseil d’Ecole during its first-term meeting. It is available on the Lycée website (www.lyceefrançais.org.uk).