

Approved during the School Council of 26 November 2024

Ecole André Malraux 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.lyceefrancais.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 André Malraux
- “pupils” refers to pupils of Ecole André Malraux
- “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.

1. L'Ecole André MALRAUX, an annex of the Lycée Français Charles de Gaulle, is a co-educational school catering for Nursery and Primary children, placed under the direct management of *l'Agence pour*

l'Enseignement Français à l'Etranger. 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. teaching times (subject to the provisions of article VI) are as follows:

For nursery pupils (*maternelle*: PS, MS, GS):

Monday, Tuesday, Thursday, Friday: 8.40 am to 11.40 am, then 12.55 pm to 3.30 pm

Wednesday: 8.40 am to 11.40 am

For primary school pupils (*élémentaire*: CP, CE1, CE2, CM1, CM2):

Monday, Tuesday, Thursday, Friday: 8.40 am to 12 pm, then 1.20 pm to 3.40 pm

Wednesday: 8.40 am to 12 pm

I – DROP-OFF, COLLECTION, ATTENDANCE

1. Every morning, the school gate (on Bordars road) opens at 8.20 am.

The parents' courtyard is accessible to all parents while the school gate is open.

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.

In the morning all pupils arrive between 8.30 am and 8.40 am. Nursery (*maternelle*) pupils are accompanied by an adult to their classroom door. Primary pupils leave their parents in the parents' courtyard and make their way directly to their classroom where their teacher awaits them.

At the end of the school day, nursery (*maternelle*) pupils are picked up by an adult by the class cloakroom at 3.30 pm (1.10 pm on Wednesdays).

Primary school pupils are picked up in the parents' courtyard at 3.40 pm (1.20 pm on Wednesdays).

Private fee paying childcare is available before and after school times if there is a sufficient number of pupils registered.

2. The School does not accept responsibility for the children after the end of lessons. Parents are kindly requested to respect the pick-up timetable, to leave the Nursery playground with the children and proceed to the designated parents' courtyard immediately after the end of lessons. No supervision is provided after school hours.

In every class, parents must notify their child's teacher of the names of all the individuals who are authorised to collect their child after school. The children must be picked up by a parent or a person designated by a parent at the times specified in the school rules as members of staff cannot provide a childcare/supervision service after that time.

3. In accordance with the Lycee's Attendance Policy, any absence or late arrival should be notified and explained by parents to the School's secretary. The head teacher must be copied on all communications. 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.

4. 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.
5. 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(after signing a discharge note), always before or after the School's lunch break.
6. 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.
7. 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)
8. The recommended parking area for vehicles is in Cuckoo Avenue.
9. Dogs (other than assistance dogs) are not allowed within the school boundaries. That includes the parents' courtyard.
10. 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.

II - SCHOOL LIFE

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 specified in the corresponding 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. In accordance with the Attendance Policy, School holiday dates are decided by the Lycée's *Conseil d'Etablissement* 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. **Behaviour and sanctions**

Teachers: teachers must refrain from any behaviour, gesture or word that would reflect indifference or contempt on their part towards pupils or their families.

Pupils: 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.

In particular, in accordance with the Pupil Behaviour & Discipline Policy (Primary Schools),

- 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. The class teacher will expect each pupil 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.
 - 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.
4. 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. Class allocation at the beginning of the school year is at the discretion of the *Conseil des maîtres* (Teachers' Council), which will strive to achieve balanced classes.
 5. Progress reports will be provided to parents two or three times a year depending on class levels. A dedicated parents/teachers day is organised during the first term.
 6. 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*. Parents may appeal these decisions by writing to the Head Teacher. A commission chaired by the Headmaster will then be called to reconsider the circumstances and reach a definite and irrevocable decision.
 7. Any correspondence between the school and the parents is contained in a liaison book which must be checked and signed regularly by the parents. The school will use email to notify parents of information. Parents are also advised to check the Lycée's website on a regular basis.
 8. 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.
 9. **Health**
 - 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.

- **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.

- **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.

- **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/>).

- **Emergencies**

In the event of an emergency, the School will take whatever action it deems necessary. The pupil's family will be informed immediately.

10. Sweets and chewing-gums are not allowed. Pupils are not allowed to bring food at school (snacks, birthday cakes, etc) containing nuts.

11. Smoking and vaping are strictly forbidden in the School.

III – SCHOOL SUPPLIES AND 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 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 mobile phone, and parents of the pupil concerned may be asked to come to the School to collect the phone in person.

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.

2. Books belonging to the school that are lost or damaged must be replaced by the family; if not done, parents will be asked to reimburse the cost of the book.
3. 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.
4. 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.
5. The school declines all responsibility in the event of theft, damage or loss suffered by a pupil or accompanying adults.

IV – 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.

V - 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.

VI – 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/>).

You will find the declaration that you have read and understood the school rules and regulations and the resulting form in the confidential information sheet distributed to each family every year.

VII - 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.lyceefrancais.org.uk).