



## Règlement intérieur

## School Rules

Date: January 2018

*Reference Text: Rules règlement départemental des écoles maternelles et élémentaires*

*This document comprises the internal rules required for the functioning of the School, as well as the rights and obligations of all members of the school community. Tolerance and respect for others are key. Relationships between different members of the community should be based on mutual respect and trust. Failure to follow the rules may result in the application of appropriate sanctions.*

### **School Life**

Teachers and all adults working within the School are forbidden from engaging in any behaviour, words or actions that could be interpreted as indifference or disdain towards a child, a child's family or which could hurt the feelings of a child. Equally pupils and their families are forbidden from engaging in any behaviour, words or actions that could cause offence to or hurt a teacher or any adult working in the School. Everyone is required to respect colleagues and families at the School.

If the behaviour of a child causes serious disruption to a class on a regular basis, then a meeting may be called of all those involved in the education of the child possibly including but not restricted to, teachers, the Head of School, curriculum managers and relevant outside agencies and professionals.

## **Attendance**

### **Early Years, Foundation Stage and Y1 (Maternelle)**

Joining the school in the Early Years, Foundation Stage or Y1, indicates that a family is committed to education and understands that regular attendance at school is necessary both for the development of a child's personality and as preparation for the next stage of school life.

Reception needs to be informed in writing of all absences.

### **Y2 and KS2 (Ecole élémentaire)**

Regular attendance at school is obligatory, as is participation in all activities during the school day (sport, swimming, art, drama, other cultural activities).

School Session: 8:40am to 3:20pm

Mondays, Tuesdays, Wednesdays, Thursdays.

On Friday: 8:40am to 3:30pm

Teaching staff are not responsible for children outside these hours except when children are participating in extra-curricular activities organised by the School from 15.30 to 16:30.

## **Drop-off**

Children may arrive in School 15 minutes before the start of lessons.

The School doors at Portland Place are opened at 8:25am. It is strictly forbidden to enter the building before the doors have been opened.

The school doors at Duchess Street are opened at 8:00am. Students must arrive before 8:30 even if the classes start at 8:40.

Children in Nursery, Reception, Year 1 and Year 2 are to be taken to their classroom where the parents hand their child(ren) to the teacher or assistant at the door.

If the child is not handed to a teacher, then the teacher is not responsible for any accidents or injuries that may occur.

For Y3 to Y6, children enter the School without parents and go to the canteen.

## **Pick-up**

We remind you that only persons named in the children's records are authorised to collect children from primary and nursery classes.

Any child not collected by 15:20 and who is not participating in extra-curricular activities will be taken to the homework club or afterschool crèche (garderie). Once a child has been taken to the homework club or garderie, parents will be invoiced for the service.

All unauthorised entry into the School is forbidden at drop off and collection times, as well

as throughout the day. Parents must not block the exit for the children and should be polite and cordial in their contact with others.

It is forbidden to enter the School with a dog or other animal even if it is on a lead. It is also forbidden for children to enter the School with scooters or bicycles. These must be put in the garage behind the building.

Parents wishing to enter the School should speak to the receptionist. Outside pick up and drop off times, parents should contact the Head of School.

### **Absence and lateness**

Any child arriving at School after registration or who misses a class must have a written note from his/her parents giving the reason for the late arrival or absence. Moreover, parents are asked to inform the School of their child's absence as early as possible in the morning either by telephone or by email.

Joining the School implies a commitment to regular attendance. If this commitment is not evident then a child may be removed from the School roll and the relevant social services informed.

Requests to authorise absences during term time in exceptional circumstances should be made to the Head of School in writing. **No absences will be authorised for holidays during term time.**

If a child is required to leave School before the end of lessons/activities, then parents are asked to inform the School and the teacher in writing in advance and to go to the relevant classroom to collect their child.

### **Completion of academic work**

Children are required to be attentive and studious in class (they should listen and complete written and oral tasks as required.). Each pupil is required to learn lessons regularly. The child should have all equipment necessary for School each day. Any items lost or damaged that belong to the School should be replaced by the family.

### **Home-School Liaison**

The *carnet de liaison* is the link between home and School and so each pupil should have it in his/her school bag each day. The book can be used for all communications with the School: meetings, absence, school trips etc.

The notice board at the entrance to the School should be consulted regularly.

### **Behaviour and Dress Code**

Students are to arrive and behave in a calm manner in lessons.

At the end of each period of recreation, the students are to assemble in the designated areas. They are to line up quietly, avoiding shouting or pushing.

Dangerous behaviour and other misbehaviour will be subject to sanctions and a pupil may be issued with a written warning. In the case of more serious incidents, the Head of School may ask the parents for a meeting and inform the French inspection team.

Students must be dressed appropriately and in clean clothing each day. Tattoos, nails varnish, cropped tops and jewellery are forbidden.

Trainers and plimsolls are not permitted except during sports lessons.

All children must have sports trainers (which fit) as well as the EIFA sport's kit (with the

School logo) for sport lessons. The kit can be purchased from the company School trends:[file:///localhost/\(http://www.schooltrendsonline.com:schools:LecoleInternationaleFranceAnglaiseW1B1LS\):](file:///localhost/(http://www.schooltrendsonline.com:schools:LecoleInternationaleFranceAnglaiseW1B1LS):)

Whilst waiting for the kit to arrive or if the kit is not available children may wear T-shirt and shorts/jogging bottom suitable for sport.

Except for religious reasons, children are not permitted to have their heads covered in school (helmets, bandanas, hats, scarves etc.).

### **Personal Property**

The School accepts no responsibility for the loss, theft or damage of clothing, bicycles, valuable items or money belonging to pupils.

It is forbidden to bring toys and electronic games into school. Mobile phones may not be used during the school day.

### **Snacks**

Healthy snacks are allowed for the morning recreation period and as is an after-school snack at the end of the school day before after-school activities. Snacks are to be provided by parents. Snacks are not permitted during the afternoon session at school.

All nuts, nut products, chewing gum, chocolate and sweets are not permitted.

### **Damage to property**

Students should try to keep their surroundings (including the park) as clean as possible and to tidy their classrooms before leaving.

### **Swimming**

If a student is at School on the day of a swimming lesson, they must attend.

If a child is not well enough to participate in their swimming lesson, they are not well enough to be at School.

If a child is present at School but may not participate in swimming lessons for one reason or another, then they must provide a doctor's note dated within the last seven days. However, they will be obliged to accompany their class to the swimming pool and to watch the lesson from the side of the pool. Any pupil without a doctor's note must join the lesson. If a child has forgotten his/her swimming kit, then School may lend the child the necessary items.

### **Health**

In the case of illness or an accident, the family will be notified and asked to collect their child from School. Where it is impossible to contact the family or in an emergency, the School will contact the emergency services and follow their advice.

If a child vomits or has a fever they must be taken home and may not return to School for 48 hours.

If a child is following a course of treatment, the child must give the medication to the receptionist together with a signed and dated doctor's prescription. Children must never keep any medication in their possession.

**Lift**

EIFA Parents are not allowed to use the school lift.

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**Please detach and return to the receptionist at school.**

Read and understood in London on -----

Family Name:-----

Parent of ----- in class -----

The Head of School

Signature of pupil

Signature of parents

*S. Dehon/A.Hill*