

SCHOOL RULES 2020/2021

The Ecole Jacques Prévert is responsible for offering each pupil the opportunity to work in an orderly and calm environment. Such an environment cannot be created and maintained without the active support of all those involved with the life of the school.

The School Rules are intended to remind members of the school community the extent of their responsibility for safeguarding the children and ensuring the smooth running of the school, so that the good reputation that the Ecole Française Jacques Prévert has established can be maintained.

I. ATTENDANCE AND ACCESS

- 1- School **opens for lessons at 8:50 a.m.**, after which time pupils are under the supervision of teachers. All pupils enter the school via the playground (entrance gate on Aynhoe Road). They leave the school from the Aynhoe Road exit except for the CP classes who leave the school via the school office.
- 2- Children from Maternelles classes will be handed over to their teachers or to their assistants.
- 3- **Lessons start at 9:00 a.m. for all pupils and finish at 3:15 p.m. for Maternelles and 3:30 p.m. from CP to CM2 (except on Wednesdays). On leaving the school, children will be given to the care of the person designated at the beginning of the school year to collect them. Parents must notify the school of the names of those authorised to collect their children, and of any potential changes.**
- 4- A Morning Club and Afterschool Club operate on the school premises. Registration is not necessary and payment for sessions is made via the school account (details on website). These clubs are supervised by members of staff. Children access the morning club via the external staircase leading to the canteen and the multi-purpose room where the club takes place. For the morning club children can arrive between 8 and 8.45 and are greeted by a member of staff. For the afternoon club, children can be collected at either 16.30 or 17.00 from the Aynhoe Road exit.
- 5- A Homework Club run by teachers for pupils CE1 and above operates on the school premises from 3.30 pm to 4.30 pm. Registration is for a minimum of one term, and there is also the possibility for pupils to join the afterschool club afterwards until 5pm.
- 6- The library (BCD) provides the children the opportunity to borrow books and other publications on a weekly basis. The teachers and the librarian organise a timetable for use of the BCD, but it can be made available after the end of the school day for use by children accompanied by their parents, by previous arrangement only.
- 7- The school's timetable and calendar are sent to parents each school year. It is important for the smooth running of the school that times and dates are strictly observed.
- 8- Each child receives a 'cahier de liaison' (CP to CM) or a folder (Maternelles) for written communication between school and parents.
- 9- The school register will be taken each half day by the class teachers and recorded electronically.. In case of absences, **parents are required to notify the school through the website before 9am on the day**, or before if the absence was planned.
- 10- **Occasional absences can be authorized for half days, except for medical appointments or school exams in which case pupils will be allowed to leave or return at break times. On Fridays or on days preceding a school holiday, absences will only be granted for a full day (except in the case of medical appointment in which case the parents are required to provide proof). The rule for CM pupils is different because of the long morning sessions, and in cases when the half-day rule should apply, pupils will be allowed to leave/return at morning break times.**
- 11- Physical and sports education, including swimming, is mandatory. Any child who wishes to be excused must have either a medical certificate if absences are regular ([see example attached](#)) or a written request from its parents (if the absence is a one off). Appropriate sports clothes must be worn by children in these lessons.
- 12- Permission for absence from school due to exceptional circumstances must be sought in writing from the Head. Any registration to the school implies full time attendance.

- 13- In spite of the fact that a child is not required by law to attend school until the age of 5, if parents place their child in the Maternelle classes before that age, they are expected to ensure that the child attends school regularly. This is in the interests both of the child's emotional development and his or her preparation for moving up into the primary classes.
- 14- Pupils arriving late must go to reception where they will be given a permission slip enabling them to enter their classroom. When a child has been late more than five times, an agreement would have to be reached between the parents and the Head. If a pupil has been late on too many occasions, he could be barred entry from class during that day.
- 15- Any parent who wishes to speak to their child's teacher should make an appointment with him or her and should come to the school office on the day and time arranged.
- 16- The gate on Aynhoe Road is exclusively for the use of the pupils. **Parents wishing to enter or leave the school building must do so via the school office.**
- 17- No child may leave the school premises before the end of the school day, save in exceptional cases where the teacher has been notified in writing of the need for the child to leave early, and has been given the name of the person coming to collect the child.

II. PROPERTY - SAFETY

- 1 - The family will have to replace any book belonging to the school which is damaged or lost while in the care of their child.
- 2- Any damage caused by a child to the school building or furniture will be paid for by his or her parents.
- 3- So that classes run smoothly, it is vital that the children have with them the stationery and equipment provided by the teacher at the beginning of the school year.
- 4- The school will not be responsible in case of theft or loss of any child's property, or that of those accompanying him or her. In particular, the school strongly recommends that the children do not bring with them jewellery, money, toys, or electronic games.
- 5- SEN children : SEN children might be allowed to bring their own computer or digital pad when he/she has a special schooling project (e.g. PAP) established by the "équipe éducative" (educative team round the child). The school however cannot be held responsible in case of breakdown, damage, loss or theft of this material and encourage parents to contract a special private insurance).
- 6- In order to prevent addiction to screen use and for the prevention of cyberbullying, the use of mobile phones and any connected devices is prohibited within the school premises. This rule applies during school time, including outside the school premises (bus trips, outings).
- 7- For CM2 pupils, and only in cases where the pupil has to come to school/return home without adult supervision, parents can apply in writing for a special authorisation to allow their child to carry a mobile phone or a tracker during school time. Authorised pupils will have to switch off their phone as soon as they enter the school building and give their device to their teacher who will keep it until the end of the school day.
- 8- Pupils who use their mobile phone at school without an express authorisation to do so can have it confiscated by a teacher or member of staff. The student's parents or guardian - and only them - will be able to retrieve the phone from the Head. In the event of a repeat offense, the authorization will be annulled.
- 9- Dangerous items and games : Any dangerous items such as penknives or any sort of blades are forbidden. scissors, compasses and similar items must not be carried during breaks. During any school or afterschool time, every adult within the school can forbid the use of an object or a game, because it might be dangerous to a pupil or to others.
- 10- Fire drills and invacuation drills will take place at least once a term.

III. GENERAL ARRANGEMENTS

- 1 Insurance, though not compulsory, is i n f a c t necessary. The school's insurance policy does not include cover against the kind of accidents that, in the ordinary course of school life, the children may either be responsible for or of which they may be the victims. The parents will have to provide a **proof of public liability insurance** notably to insure their child during school outings or during activities organised by the school which take place outside the school.
- 2 -Any child who suffers an injury, however minor, must immediately tell the teacher or playground supervisor who will take him or her to the school office if necessary. In a case of emergency the necessary steps will be taken and the family will be informed.

For the purpose of health and safety regulations, parents will be asked to fill in a form at the beginning of each school year, indicating for each child:

- the details of a person to be contacted in emergency in the event that the parents cannot be reached
- any allergies

In case of emergency, a child who has suffered an accident or who is seriously ill will be taken to the nearest and/or most suitable hospital. All necessary steps will be taken and the family will be informed.

Parents must give the school their updated phone numbers so they can be contacted at any time if need be.

- 3- **Medication is forbidden at school.** Teachers are not allowed to give medicines to the children expect in cases authorised by official legislation (serious illnesses, handicaps..) and within the framework of a 'PAI' (Individual Treatment Plan) . This procedure is started at the parents' request or the Head's request with parents' agreement and is established with the family doctor or child's pediatrician at the beginning of the school year. Parents must provide the school with a Treatment Plan delivered by a medical doctor, and must bring the authorized medication to school. They must ensure that this medication is not out of date.
- 4- The Conseil d'Ecole is made up of the teaching staff, elected members of the Parents' Association, and members of the School Board and Administration. It is chaired by the Head and meets once a term. The election of the parents' representatives takes place in October of each year. The Head will circulate a note setting out the arrangements.
- 5- Decisions as to whether a child should be admitted to a higher class, should repeat a year, or should be directed to a different type of education, will be taken in a meeting with the teachers involved in the relevant Key Stage. In the case of parents not accepting the decision of the school, parents can lodge an appeal to a committee presided by the Cultural Attaché.
- 6- Information meetings for parents will be organised at the beginning of the school year.
- 7- Children must come to school wearing clothing suitable for school, and are not allowed to wear visible sports clothing.
- 8- Both children and their families will refrain from any behaviour, gesture or words that indicate disrespect for the school staff or other children or their families. Equally, the school staff will refrain from any behaviour, gesture or words which might suggest a lack of care or disrespect for the child or his or her family.
- 9- Breach of the school rules by pupils may result in the imposition of sanctions, which will be communicated to their families if necessary.
- 10- Breach of school rules affecting the physical or moral integrity of others will be subject to sanctions
- 11- Snacks in school – regulations are as follows:
 - a. CM Pupils are allowed a snack during their morning break.
 - b. CE1 and CE2 pupils are allowed a snack on swim days only
 - c. Other pupils are not allowed a snack because of their earlier lunchtime.
Only healthy snacks are allowed.

A balanced, **nut-free** packed lunch must be supplied on Wednesdays for pupils of Maternelles and CP classes. For all other classes, pupils are allowed to bring to bring a packed lunch which they can eat either during their morning break or at 1pm before the clubs start.

IV. IMAGE COPYRIGHT AND SCHOOL PHOTOGRAPHY

- 1- Each year a photographer chosen by the Head will take school photographs and possibly individual/sibling photos within the school frame. The school will not allow the use of any photograph that might prejudice the dignity of a pupil or of his/her parents. Therefore, within the context of the school values and regulations as pre-mentioned, it will be assumed that parents authorize the school to go ahead with traditional school photographs unless they object in writing via the Data Collection Sheet which they return to the school at the beginning of the school year.
- 2- Pupils' photographs can be used in a pedagogical context. Signing of the school rules implies permission, unless specifically mentioned otherwise in the Data Collection Sheet mentioned above, for the school to take photographs for sole internal use. However for any other use (school journal, school website, CD- ROM or DVD-ROM, video..) , a specific permission will be required from the parents.

V. ADDITIONAL

- 1- The school's Secular Charter is annexed to the School rules and is available on the website (Charte de la Laïcité). It sets out the rules that allow all to adopt, observe and respect school life.
- 2- The School Rules will be approved by the Conseil d'Ecole at its first meeting of the school year

- 3- The School Rules will be sent to all families electronically and will also be available on the school website.
- 4- Any exceptional protocol due to health and safety specific situations can, temporarily and as need be, overrule the organization described above as our standard school rules. The school community would be informed of these changes.