

RULES OF PROCEDURE 2023/2024

The French School of London Jacques Prévert aims to provide everyone with the opportunity to work in a calm, orderly, and serene environment. Such an atmosphere cannot be created and maintained without the active contribution of all those involved in the life of the institution. The purpose of these rules of procedure is to remind members of the school community of their responsibilities to ensure the safety of children and the smooth running of the establishment, maintaining the recognised quality of the French School Jacques Prévert.

I. ENTRANCES - EXITS - MOVEMENTS

1. Students are welcomed between 8:50 and 9:00am. Classes start at 9:00 for all year groups.

Entry for elementary school students is through the courtyard (black gate on Aynhoe Road), and for MS and GS pupils, it is through the white door on Aynhoe Road. Teachers and assistants supervise pupils from 8:50 onwards.

2. Pupils leave in the afternoon at 3:15pm for MS and GS classes (except Wednesday at 12:45pm) and at 3:30pm for elementary classes (except Wednesday at 1pm). Names of individuals authorised to pick up the child after school are notified to the school administration and the teacher at the beginning of the school year in the pupil information form. Any other occasional requests must be made in writing by a responsible adult to the school administration (info@ecoleprevert.org.uk) and the teacher, specifying the child's name and class, and providing the complete identity of the authorised person.

3. Organisation of after school dismissal:

- GS, CE1, and CE2 students exit through the courtyard (black gate on Aynhoe Road),
- MS, CM1, and CM2 students exit through the white door on Aynhoe Road, and
- CP students exit through the main entrance (59 Brook Green).

4. Before and after school care (garderie) supervised by a team of supervisors is offered:

- **8:00-8:40am:** morning student drop-off via the external school staircase leading to the canteen and multipurpose hall.
- **3:30-4:30pm or 5pm:** in the afternoon, students must be picked up at the black gate on Aynhoe Road. Prior registration is mandatory on the "Schoolgateway" platform.

5. Homework Club is offered from CE1 onwards:

- 3:30-4:30pm, supervised by school teachers.

Prior registration is mandatory on the "SchoolsBuddy" platform per term. Students involved can then access the after-school care from 4:30 to 5pm if needed, with registration per term.

6. Around twenty extracurricular activities are offered Monday to Friday after school.

Prior registration is mandatory on the "SchoolsBuddy" platform. This service is managed by APEEF, the parents' association of the school.

7. The school canteen provides a hot and balanced meal prepared on-site in our kitchens on Mondays, Tuesdays, Thursdays, and Fridays for all school children. Attendance by students is mandatory four days a week. Students with medical conditions requiring a specific menu must be reported by their parents to the administration.

8. On Wednesdays, there is no cafeteria or after-school care service after school ends at 1pm. Only children registered in activities are picked up by their supervisor and taken to their activity. **A balanced packed lunch not free** must be brought by MS, GS and CP pupils on Wednesdays. For other classes, a packed lunch must be brought if the child is enrolled in activities on Wednesday afternoon. It will be taken at 1pm before the start of the clubs.

9. School snacks follow these rules:

- CE2 and CM students are allowed a small snack during morning recess.
 - CE1 students are allowed a small snack only on swimming days.
 - Other students are not allowed snacks due to their lunchtime schedule.
- Only balanced snacks without nuts are allowed.

10. Attendance and **absences** are recorded each half-day via an electronic attendance register kept by the teacher. Families must inform the school of their child's absence through the school website, no later than 9:00am on the relevant day if the absence was not planned.

11. Absence authorisations can be granted by the head, upon written request from families, to meet exceptional obligations.

12. Occasional absences are only allowed for half-days, except for medical appointments or exams, for which absences are allowed for a quarter of the day. Absences are not allowed on the day before weekends and holidays, except for medical appointments with documentation. In the specific case of CM1 and CM2 students, half-day absence reasons are included in those allowed for a quarter of the day, given the length of the morning teaching lessons.

13. No child can leave the school before the end of the school day except in exceptional cases justified by a written request from parents addressed to the principal, indicating the name of the responsible person who will pick up the child.

14. Students arriving **late** must report to the secretary's office, accompanied by their parents, where admission to class will be authorised. After several late arrivals, contact between parents

and the head may be organised. A too significant number of late arrivals may result in denial of access to class for the day.

15. Physical education, including swimming, is mandatory and part of the curriculum.

Exemptions must be supported by a medical certificate, following the school's model (cf. school website). In very exceptional cases, a written request from parents may be sufficient for an exceptional exemption. Children must also wear the recommended attire according to the activities.

16. Although education is only mandatory from the age of five in the UK, enrollment in MS implies the family's commitment to regular attendance, desirable for the child's personality development and preparing them for elementary school. **Every enrollment implies the student's attendance.**

17. Parents who wish to meet with a teacher will make an appointment and present themselves at the secretary's office at the specified day and time.

18. Parents' entry into the building must be exclusively through the main door on Brook Green. Entries and exits on Aynhoe Road are exclusively reserved for students.

II. EQUIPMENT - SAFETY

1. Most **school supplies** are provided to your child during the year. However, the additional supplies and equipment requested for each child in the back-to-school note are the responsibility of the families. For the smooth running of the lessons, the material provided to students at the beginning of the year must be kept in good condition and replaced if necessary.

2. **The French Library (BCD) and the English library** allow students to borrow books and documents, according to a schedule defined by librarians and teachers. Any book owned by the school that is damaged or lost by the child must be replaced by the family.

3. Expenses incurred due to damage caused by a child to the building or school furniture will be reimbursed by their parents.

4. The school disclaims any responsibility **in case of theft or loss of material**. It is strongly advised not to bring jewelry, money, toys, electronic games, etc., to school.

5. **Material for special educational needs:** a student may be allowed to bring and use their computer or tablet at school as part of a duly validated specific personalized educational plan established in a SEN team meeting. However, the school disclaims any responsibility in case of breakdown, deterioration, loss, or theft and advises parents to take out specific insurance for this equipment used in their child's schooling.

6. **The use of mobile phones** and any connected device (watches, trackers, etc.) is prohibited

on the school premises. This prohibition must be respected throughout the school day, including during school outings.

7. For CM2 students only, when the journey between home and school is made by the student without the supervision of an adult, parents may **make a written request to authorise the possession of a mobile phone**. However, students must systematically turn off their phones when entering the establishment and hand them over to their form teacher during school hours. A student who uses their mobile phone in the establishment without the authorisation of an adult may have it confiscated by a member of staff. The parents of the student or the legal guardian - and only them - can retrieve the phone from the principal. In case of a recurrence, the granted authorisation will be cancelled.

8. **Dangerous objects and games:** dangerous objects (penknives, cutters, etc.) are prohibited on school premises, as well as scissors, compasses, etc., during break time. During school or extracurricular time, school adults are authorised to prohibit a game or the use of an object due to its danger for the student or others. In general, household toys are not allowed at school. During most break times at school, students will have school games available to them.

9. **Fire safety exercises** (evacuation of premises) and PPMS lockdown/evacuation exercises take place at least once per term.

III. OPERATION

1. **An information meeting** for parents is organised in each class at the beginning of the school year.

2. Students, like their families, must refrain from any behaviour, gesture, or word that would harm the function or integrity of staff and the respect due to their classmates and their families. Similarly, staff members must refrain from any behavior, gesture, or word that would indicate indifference or contempt towards a student or their family.

3. Student violations of the school rules may lead to sanctions that would be communicated to families if necessary.

4. **Serious offenses** that harm the physical and/or moral integrity of others will result in **sanctions**.

5. Each student receives a "**communication tool**," allowing school-to-family communication – in digital format (Google Classroom credentials) and/or paper.

6. **The school calendar** is communicated to families for each school year. To avoid disrupting the smooth running of the school and to ensure the academic continuity of each child, it must be strictly adhered to. Each year, this calendar is validated by the AEFÉ upon the proposal of the School Council and is referenced in terms of school attendance, particularly concerning British

control authorities.

7. **HEALTH:** A child who is injured, even slightly, must immediately inform the teacher or responsible supervisor who will take them to the secretary's office if necessary. Measures will be taken in case of emergency, and the family will be informed.

8. **An information form is filled out by the family at the beginning of the school year,** specifying for each child:

- People to contact in case of parents' absence,
- Specific medical conditions (possible allergies, chronic illness, etc.)

In case of emergency, an injured or sick student is directed and transported by emergency services to the most suitable hospital. The family is immediately informed by the school.

9. It is the responsibility of families to promptly notify the school of **any change in contact information**, especially phone numbers, to be reachable at all times.

10. **Medications are prohibited at school.** No child can bring medication onto school premises, and teachers are not authorised to administer medication to children except as provided for in the texts within the framework of setting up an "Individualized Reception Project" (PAI). This project is established at the request of parents in consultation with their doctor or at the request of the school principal with the parents' agreement. It is established at the beginning of the school year. Parents must provide a "treatment plan" issued by a doctor and the associated non-expired medications.

IV. RIGHT TO IMAGE AND SCHOOL PHOTOGRAPHY

1. Every year, a **photographer** authorised by the school's management will take class photographs and possibly individual photographs in a school context. The school naturally refrains from using any photograph that could harm the dignity of a child or their parents. Thus, unless otherwise stated, in strict compliance with the values stated above and the regulations, it is considered that parents authorise the school to proceed with traditional school photographs unless otherwise stated in writing via the completed information form each school year.

2. **The image of students** may also be used in an educational context. The signing of this regulation implies agreement, unless otherwise stated in writing via the completed information form each school year, for shots for use only within the school.

3. For any external use (school newspaper, website, CD-ROM or DVD-ROM, video, etc.), an authorisation specifying the terms of dissemination will be requested from parents.

V. SPECIAL PROVISIONS

1. Promotions: decisions regarding admission to the next year group, retention in a class, skipping a class, or reorienting a student towards another type of education are made in a

teachers' council. In case of disagreement by families with the council's proposal, parents can appeal to a commission chaired by the Cultural Counselor of the French Embassy in the United Kingdom.

2. **Insurance** is taken out for each student by the school as part of the annual tuition fees. Details of coverage can be obtained from the school's management.

3. Any **exceptional protocol related to health or safety situations** may prevail, temporarily and as needed, over the organisation described in the school's internal regulations. The school community would be informed in such cases.

4. Any enrollment in the school implies acceptance of its internal regulations.

5. **The school rules** are adopted by the School Council at its first-quarter meeting. It is distributed to families for review and is available on the school's website.

6. **The School Council** meets at least once per quarter. It is composed of class teachers, elected parent representatives equal to the number of classes, the AEFÉ Inspector of ZENOS, and chaired by the principal. Parent representative elections take place in October. The school council is an official body of the school that approves its internal regulations and its school project. The school council is also consulted on essential questions related to students' school life and the educational actions implemented during the year.

7. **The Charter of Secularism in school** is annexed to the internal regulations. It recalls the rules that allow living together in the school space and helps everyone understand the meaning of these rules, take ownership of them, and respect them.