

## SCHOOL POLICIES

### 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, thereby preserving the high reputation which the Lycée Français in London has established for itself.

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### I – DROP-OFF, COLLECTION, ATTENDANCE

1. The school gates open at 8.20 am (8:15 am in Maternelle) at which point the school takes responsibility for the children.
2. Children from CP to CM2 must be dropped off at the main gates by their parents. 'Maternelles' children must be accompanied by parents or guardians to the playground and stop at the yellow line where they will be welcomed by their teacher or teacher's assistant.
3. The school cannot be held responsible for the children at the end of the school day. Please note there is no child care after school:
  - 'Maternelles': 13.15 pm on Wednesdays, 15.10 pm any other day.
  - 'Elementaire': 13.15 pm on Wednesdays, 15.20 pm any other school day.
4. The school has no responsibility for the children after the pick-up time and parents are requested to leave the school grounds promptly after collecting their children (the playground cannot be used outside school hours).
5. The double line in the school yard is the official school boundary for the collection of pupils. Once beyond that line, the school is no longer responsible for the pupils.

6. The time table and school calendar are given to families when they register. Non-compliance with the school timetable or calendar will lead, after a written-warning, to the exclusion of the pupil.
7. The start and end of school holidays must be respected. No pupil will be authorized to leave school early the last day before a holiday.
8. The school gate is closed at 8:30 AM. (8:25 in Maternelle). Past that time you are late and you could be waiting a certain time to come in and out of the school. The gate won't open again before all the classes are in session.
9. Any absence (planned or unplanned) must be reported by e-mail to the teacher AND the "Assistante de vie scolaire" (educational assistant) ([vsmdo@lyceefrançais.org.uk](mailto:vsmdo@lyceefrançais.org.uk)). If a pupil misses school more than two weeks without notice, he/she may be expelled.
10. Planned absences must be communicated as above and as soon as possible and teachers have no obligations to prepare the work in advance.
11. In case of late arrival at school, parents are requested to take their children to the reception office where they will have to sign the register. Parents do not go to the classrooms. If 5 times late, the Head teacher and the parents will meet. Too many late arrivals could lead to a refusal to attend class.
12. When parents come to the school they have to come first to the reception office even the regular parents helping out on various projects. Parents who want to see a teacher will take an appointment and will first come to the reception office at the date and time agreed to sign the registry and take the visitors' badge.
13. Leaving or arriving to school outside school hours are not authorized but in exceptional circumstances. It must be requested in writing, stating the reasons and the name of the person who will pick up the child, always before 11:20 or after 1:45 pm.
14. The names of the persons authorized to collect your child at the end of the day's lesson will be notified to the teacher on the fact sheet at the beginning of the year. A form for authorizing the exit of pupils without adults (CM1 and CM2) is available on the Lycée's website and will be returned to the teacher at the beginning of the year.
15. The good integration of the school in the borough requires families to be considerate to the school neighbors at all times. Please respect the local community by taking particular care when parking and the behaviour of your children.

## II – EQUIPMENT

1. Books belonging to the school that are lost or damaged must be replaced by the family.
2. Any costs incurred for damage to the school building or grounds as a result of a child's behaviour will be charged to the parents.
3. To ensure the smooth running of classes, pupils must have at all times all items requested by the teacher at the beginning of the year.
4. The reception office will not accept forgotten school bags, PE kit or any other items during the school day, except for medications.
5. The school does not accept responsibility for any lost or stolen property by either the children or their guardians. Furthermore, you are advised not to bring valuables to the school (jewels, money, clothes, games, etc).
6. Coats and jackets must be clearly marked with the child's name.
7. It is forbidden for pupils to bring toys or dangerous objects to the school.
8. It is also strictly forbidden to trade or sale anything at school.

## III – SCHOOL LIFE

1. **Personal Liability Insurance** is not mandatory for pupils as they are personally covered by the Lycée's insurance (but please note that the parents are not covered). In terms **of insurance for Personal Accident**, pupils are covered while at school, on day trips and school trips, but for serious cases only (death, loss of limbs, paralysis). We recommend, as a complement, those offered by the Lycée's Parents Associations as they are well suited for the school environment (eg. cover for broken tooth, broken glasses, etc.).
2. If a child sustains an injury, minor or otherwise, they must immediately inform a responsible adult (a school administrator, teacher or monitor) who will accompany him/her to the reception office. The family will be informed and the necessary will be done in the event of an emergency.
3. Medicine is forbidden at school (*that includes paracetamol*). Teachers are unable to administer medicine except when required by law (serious illness, handicap, allergy) and within the framework of a "PAI" ("individual care plan"): a written permission from the parents together with a medical prescription will be required.

4. Only dietary requirements defined by a PAI and accompanied by a medical certificate can be taken into account with respect to the school canteen. Attendance to the canteen is compulsory, Monday to Friday, although lunch can be skipped on Wednesday but without reimbursement and must be notify to the secretary ahead of time.
5. The allocation of classes at the beginning of the year is done at the discretion of the teachers' council. Requests for changes will not be considered.
6. Decisions regarding the progression of children within a cycle or reorientation towards another type of education are taken at cycle councils.
7. Only those children with the aptitude to succeed within the French system will be permitted to continue their studies within the school.
8. Pupils and their families will refrain from using any behaviour, gesture or word that might reflect a lack of respect for the staff or undermine their authority as well as towards other pupils and their families. Similarly, the staff will refrain from using any behaviour, gesture or word that might be interpreted as indifference or scorn towards the pupils or their families.

#### **IV – PICTURE RIGHTS**

Parents acknowledge that they have read the “*Fair Processing Notice\_ audio & visual recordings and photographs*” by returning the consent slip to the teachers no later than Monday 9 September 2019.

#### **V - SCHOOL MEALS**

Pupils are asked to respect the equipment, the facilities, the food, the other pupils and to behave in a polite manner at all times with the staff.

No refund will be granted, lest one of the following conditions is met:

- ▶ Confirmed departure of a pupil following professional transfers (no departures will be taken into consideration following 1<sup>st</sup> May)
- ▶ Suspension of dining rights as a result of a disciplinary sanction
- ▶ A genuine need to switch to eating out of school for health reasons, supported by a doctor's note (final validation by the school doctor).

No refunds or reductions are granted in the event of teachers' absences, staff's strikes, school trips or inclement weather.

Pupils are reminded that food may not be consumed at meal times outside of the canteen, other than in cases involving food allergies and within the framework of PAI (individual care plan).

## **VI - SCHOOL FEES**

Parents acknowledge that they have read the Financial Regulations document by signing the “ACCEPTANCE SLIP\_Policies & Procedures\_2019-2020” which must be returned to the teachers no later than Monday 9 September 2019.

## **VII – SPECIFIC PROVISIONS**

1. The school policies are adopted by the school council at their 1<sup>st</sup> term meeting.
2. They are available on the Lycée web site ([www.lyceefrancais.org.uk](http://www.lyceefrancais.org.uk)), in the classrooms and distributed to families. Families confirm in writing they have read and agree to the rules.
3. Pupils who don't respect those policies will have sanctions and their families will be notified.