

SCHOOL RULES AND RULES OF LIFE
LYCÉE CONDORCET PRIMARY SCHOOL
DOCUMENT APPROVED AT THE SCHOOL COUNCIL HELD ON 16th OCTOBER 2017.

The school is a place for teaching and education; these school rules were created to establish the learning environment for communal life.

These school rules aim at:

- . introducing members of the educational community (students, parents, teachers) to the general organisation of Lycée Condorcet primary school in order to ensure discipline which is vital for teaching and education.
- . ensuring the good functioning of the primary school as well as ensuring the safety of people present at the school. **It is aimed primarily at parents** who need to explain the rules to their children in order to facilitate their understanding and remain in harmony with the educational team.

A student's enrolment at Lycée Condorcet primary school also means adherence to the present school rules and commitment to respect them. These school rules apply to all activities organised at the school. Any breach to the school rules may justify the implementation of a disciplinary procedure.

The Lycée Condorcet Primary school is subject to principles of secularism, neutrality, tolerance and respect of others in his/her personality, work and convictions and respect of goods belonging to individuals or the community.

ADMISSION - ENROLMENTS - REMOVALS:

Enrolment at the school is open to French and Australian students as well as foreign students depending on availability.

Admission in the level of teaching requested is decided based on the student's date of birth, the school report book for primary students and the decision of the Cycle Council. A period of immersion for students who come from other educational systems can be considered before accepting a student in a certain level. During this immersion, the student is placed in the level of the class for his age.

The student's admission only comes into effect after the application has been filed and the enrolment fees have been paid. A school leaving certificate from the previous school must be presented.

In the event a student permanently leaves the school, the student's file and the "exeat" (school leaving certificate) will only be provided if all school invoices have been paid and the books have been returned.

ATTENDANCE AND SCHOOL OBLIGATIONS:

Enrolment in preschool involves that the family commits to regular school attendance, desirable for the development of the child's personality.

Regular attendance in primary school is compulsory according to the laws and regulations applicable in France and Australia.

Opening and exit hours from Monday to Friday:

School opening time:	8am
Welcoming students:	From 8am, students are welcomed in the preschool and primary courtyards
Class starts:	9am in primary school and at 8.50 am in preschool in order to organise a welcome time in class until 9am
Class ends:	3.25pm in elementary school (CP to CM2) – class doors opens at 3.15pm in preschool.
Afterschool care for PS/MS:	from 3.25pm until 5.45pm, an afterschool care service is organised for the preschool. We invite you to use this service until 5.45pm only in exceptional circumstances in order not to lengthen unnecessarily your children's day.
Afterschool care for GS to Year 5:	from 3.25pm until 6pm the afterschool care is organised by the YMCA for the primary school.
Extracurricular activities:	from 3.45pm to 5.15pm extra-curricular activities are offered.

Welcoming students in preschool and primary:

A welcome time and supervised free play service is organised from 8am until 9am for preschool and primary. In case of bad weather, students in PS, MS and GS are welcomed in the classrooms and students from Year 1 to Year 5 are welcomed in the covered schoolyard.

Parents must leave their child in the schoolyard under the authority of a yard supervisor or teacher in order to ease supervision.

- **Maternelle classes:**
In the morning, parents accompany their child in the schoolyard or in the classroom from 8.50am and hand him/her over to an adult on duty and collect their child in the classroom from 3.15pm.
- **Primary classes:**
Parents collect their child from 3.25pm in the primary schoolyards.
- **Afterschool care PS and MS from 3.25pm to 5.45pm:**
At 3.25pm, the PS and MS students enrolled at the afterschool care are taken to the service; after school care rules and fees are communicated at the end of every school breaks. In case parents are late after 6 pm, the family will be charged \$30 for every 15 minutes of lateness.

In the event that parents are late at the end of school hours:

- . PS and MS students whose parents do not pick them up after 3.30pm are taken to the afterschool care.
- . GS to CM2 children whose parents do not pick them up by 3.30pm will be brought to the school reception for contacting the family. The student remains at the reception and waits for his/her parents or persons authorised to collect him/her from school.

Students who take part in extra-curricular activities are gathered in the primary yard under the supervision of the clubs animators between the end of classes at 3.25pm and the beginning of the clubs at 3.45pm. At the end of the activities, if some children remain alone, they are taken to the Afterschool Activities Manager, who will contact the family. The family will be charged \$30 for every 15 minutes of lateness.

Exceptionally leaving early before the usual time:

If, for some important reason, the student must leave school before the usual end time, in preschool the parents must come to the preschool reception and provide a written note to justify the early departure from the school. In primary school, parents or legal guardian pick up the child in the classroom and provide a written explanation note to the teacher after having first advised the school reception and/or the primary school Personal Assistant.

Absences, lateness, exemptions:

Punctuality is the first rule to observe, parents must make sure their child arrives to school on time.

All members of the school community must be punctual and diligent. It is required that students regularly attend all their classes. Any excessive lateness, repeated or not justified, will not be tolerated.

Absences

All absences must be reported the same day before 12.30pm and must be justified in writing (any absence reported by phone call must be justified in writing within 24 hours). A medical certificate must be provided for absences longer than 3 days. In the event of a contagious condition, parents must advise the school nurse immediately.

Lateness

In preschool, parents or accompanying adults must identify themselves at the preschool reception first and the child will be taken to the classroom. In primary school, parents must take their child to the school reception for completing a written justification before taking the child to his/her class.

In case a student is frequently late, the Primary Director will schedule an appointment with his/her parents beyond 3 delays per month.

Unless they are sick or have special circumstances duly justified by parents, students have to be present all school year. **Whenever possible, medical appointments should be scheduled outside school hours.**

Exemptions

Any temporary exemption from physical education (PE) classes will have to be requested by parents in writing. Any longer exemption from PE classes can only be granted when a medical certificate has been provided. Students who are exempted must be present during the class.

STUDENTS ATTIRE AND BEHAVIOUR

Attire

Students must attend school dressed in a correct and decent attire. Tongs are forbidden for safety reasons. **Parents are requested to write their child's name on their clothes**, so they are easily identified in the event they are lost. The school cannot be held liable for any exchange, lost or stolen clothing or money belonging to students. Students must remove their hat before entering the classroom (**The Sun Protection Policy requires students to wear their school hats outside**). **In order to protect them from the dangers of the sun, we recommend that students wear clothes that cover the shoulders and back.**

Sports uniforms

Depending on the weather, student must wear the following attire to PE classes:
. School sports T-shirt or polo shirt and sport shoes.

Personal objects

Students are responsible for their belongings. Families must make sure that their children do not bring money or any valuable object to the school. If lost or stolen, the school will not be held responsible. The use of connected objects (mobile phones and tablets outside pedagogical use organised by teachers) is prohibited in the primary school during school hours from 8 am to 6 pm. In case of use, the object will be confiscated and given to the director of the primary school and the student's parents will have to come to recover it. A student who needs to call his/her parents during school hours can do so at the reception desk.

HYGIENE HEALTH AND SAFETY

The school buildings are cleaned every day. Children are encouraged by their teacher to be tidy and clean.

Health

The sickbay is a place that provides first aid and welcomes sick students. If a student is sick, fainting or has an accident, the student is taken to the sickbay.

Urgent cases are reported immediately to the school administration who quickly advises the family. Emergency services are contacted and take care of the child as well as his/her transfer to hospital if necessary.

It is reminded to students and legal representatives that **medication of whatever type must be given to the school nurse** with a prescription justifying the medication. Medication will be taken the surveillance of the school nurse.

In order to improve the quality of care and the relationship with families, the confidential sickbay form must be filled out rigorously and given to the school at the beginning of the school year.

For specific needs, an Individualised Healthcare Plan "*Projet d'Accueil Individualisé (P.A.I)*" is implemented for the student in consultation with the family, health services and the School Management.

School canteen and morning/afternoon tea:

The school canteen is not compulsory. Parents can provide a meal for their child; it must be kept in a special box marked with the child's name and class.

The morning tea should be adapted to the child's day, balanced and not too heavy. If you give a snack to your child, please choose fruit or dairy products.

Sweets are prohibited at school.

School tuck shop: access is not allowed for students during school hours and during extra-curricular activities time.

Hours:

Lunch break is 11.30am to 12.40pm for Year 1(CP) and Year 2 (CE1) classes and from 12pm to 1.10pm for Year 3 (CE2), Year 4 (CM1) and Year 5 (CM2). Lunch is from 11.30am to 12.15pm and 12.15pm to 1pm for preschool classes.

Preschool students are under the responsibility of the preschool childcare assistants during their meals.

Primary school students are placed under the responsibility of staff of the Student Welfare staff “Vie Scolaire” of the secondary school during lunchtime.

Every day, parents must give their child a balanced snack according to their needs. **Snacks containing nuts are forbidden at the school.**

Accidents:

Any accident which happens at the school must be reported **immediately** to a person in charge. A medical certificate with the type of injury must be given to the school administration by the family within 24 hours. Families can obtain a photocopy of the accident report from the school administration.

Safety

Safety exercise:

Safety drills are conducted according to the rules applicable. Safety instructions must be displayed in the school.

Surveillance general provisions

Student supervision, during school hours, is continuous and their safety is constantly guaranteed taking into account the state, the organisation of the premises, school equipment and the type of activities offered.

Participation of people external to the school:

Certain forms of pedagogical organisation require dividing students into several groups which makes supervision by one individual impossible. In these conditions, the teacher can look after one of the groups or ensure the coordination of the whole project, but is relieved from looking after the groups of students under the supervision of external contractors (animators, physical education instructors, student’s parents etc...), provided that :

- . The teacher by his/her presence and action assumes permanently the pedagogical responsibility of the whole organisation and the implementation of the school activities;
- . The teacher always knows where all students are; and
- . External contractors who intervene are placed under the responsibility of the teacher.

If necessary and in order to supervise students during school activities which take place outside the school during school hours, teachers can accept or ask for the help of volunteer parents. The name of the parents, purpose, date, duration and location of the intervention needed will be mentioned each time.

The intervention of people who contribute to the education of students during compulsory learning activities is subject to the Principal’s approval, on the proposal of the Primary Director. This authorisation cannot exceed the duration of the school year.

EDUCATION AND DISCIPLINE

Behaviour

A polite attitude and appropriate language are expected from students towards school staff, their friends and any person encountered inside or immediately outside the school.

Student traffic and access to classrooms:

Students’ movements are done in group, without rushing and under the surveillance of teachers or adults authorised to supervise them (preschool assistants, English teachers, “Vie Scolaire” staff). Outside school hours, students are not authorised to remain alone in classrooms and school hallways.

Recess:

Students are forbidden to leave the perimeters of the playgrounds.

The schoolyard must enable students to relax and as a result:

- Students should not adopt a behaviour that dangerous to themselves and others
- Balls are authorised only in case of appropriate use.

- **Snacks containing nuts, peanuts or any other type of nuts including coconuts are not allowed**
- Violent games or games leading to chase are to be avoided
- Students must not jump on tables, walls and trees

Degradations

Students must have at heart the cleanliness of their school: systematic use of rubbish bins, classrooms must be tidied, etc... Respecting school furniture, premises and all equipment at their disposal must be their special focus and this from a young age. Voluntary damages to the premises and deterioration due to the improper use of the equipment will be sanctioned. Dialogue with the child will be engaged individually or in group to discuss the rules of citizenship.

Rewards and sanctions:

Rewards

The Cycle Council can decide to congratulate a student for his/her general behaviour.

A special note can be added on the student's school report book.

Sanctions

Sanctions can be taken for bad behaviour or for non-respect of school rules. The family is always informed of the sanction which must be proportional to the default made.

Scale of sanctions

- . Reminding the rule and a warning is given to the student by the teacher and/or the Director.
- . Reminding the rule and a sanction is given to the student by the teacher and/or the Director.
 - . Depriving five minutes off play time. The teacher can decide to inform the child's parents and/or the Director. A student cannot be deprived of more than half of recess time as a punishment.
- . Isolating temporarily and under supervision a difficult child from his/her friends when his/her behaviour can be dangerous for him/her or others. Any violation to the physical or psychological integrity of other students or teachers is communicated to the families.
- . Temporary exclusion from the class (30 mins). The student is sent to another class with work to do. Parents are informed.
- . Meeting with the teacher / student / Director: a punishment is given; a mark or a warning letter is sent to parents.
- . Calling parents for a meeting with the teacher, the Director and the Principal (in case the offense is repeated, parents are automatically called in.)

In the event that there are certain serious difficulties affecting the student's behaviour:

- . Calling an educational meeting according to Article 21 of "[décret n°90-788 du 6 septembre 1990](#)." If it appears that after a probation period of one month, no improvement has been made to the child's behaviour, a specific measure may be considered by the National Education Inspector on the proposal of the Director and after consulting the School Council.

Relationship between team and families:

Each student must have a *cahier de liaison* or *cahier de textes* (school diary). The *livret scolaire* (school report book) will be regularly completed and communicated to parents. The management team, the administration team and teachers are the privileged interlocutors for parents and students.

The parent representatives to the School Council ensure the liaison between parents, teachers and administration. The School Council performs the functions as per the decree N 90-788 dated 6 September 1990.

The school rules can set, in addition to regulatory measures, other measures to promote communication between parents and teachers.

The Director gathers the parents or the parents of one class, every beginning of the school year, and whenever he believes necessary.

Meeting families

Outside meetings organised by the school, parents can meet teachers or the Director by asking for an appointment, via the *carnet de correspondance* (communication book) or *cahier de liaison* (school diary). Parents who have an appointment must first come to the school reception before going to the teacher's class.

Consultation bodies:

The School Council

The School Council is a consultation body between the parents and the school. The School Council is composed of the following members:

- . A teacher and a parent representative by level of teaching;
- . The Primary Director, President;
- . The Principal
- . The Financial and Administrative Director
- . The National Education Inspector (ex-officio member)

The President may, after consulting the School Council, invite one or more persons whose consultation is deemed useful depending on the agenda of the meeting.

Parent representatives elections to the School Council

The terms and dates of the election are set annually by a ministerial circular. The Primary Director, teachers and the nurse working at the school are not eligible.

Competence of the School Council

The school council, on the proposal of the Primary Director:

- approves the school rules that is validated or amended annually at the first meeting of the School Council;
- establishes the proposed organisation of the school week;
- gives advice and presents suggestions on the operation of the school and on all questions relating to school life, including:
 - Educational projects that are undertaken to achieve national objectives of the educational system;
 - The use of resources allocated to the school;
 - The conditions for successful integration of children with disabilities;
 - Extracurricular activities;
 - School canteen meals;
 - School health and hygiene;
 - The protection and safety of children at school and during extracurricular frameworks;
- validates, on proposal of teaching teams, the educational part of the school project.

The School Council approves the organisation of complementary educational, sports and cultural activities.

In addition, information should be given to the School Council regarding:

- The motive behind the choice of textbooks or various educational materials;
- The organisation of individualised help programs.

The School Council is informed of the conditions under which teachers organise meetings with parents of their class and in particular the back-to-school meeting.

Organisation of the School Council

The School Council is established for one year and sits validly until renewal of its members. The School Council meets at least once per trimester but must meet, within fifteen days following the proclamation of the election results.

FORM TO RETURN TO THE SCHOOL

I declare that I have read the primary school rules, which is part of the Lycée Condorcet and that I commit to:

- . Respect others, adults and students (with the language I use, my listening skills, my requests to speak, my general attitude in and outside of class).
- . Respect myself.
- . Respect others' belongings, the school properties as well as my personal belongings.
- . Respect the primary school rules and regulations as well as the IT Charter.

STUDENT

LEGAL GUARDIANS/PARENTS

Name:

Name:.....

First name:

First name:.....

Class:

Please add mention "Read and understood"

Please add mention "Read and understood"

.....

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Signature :.....

Signature :.....

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Done at Sydney on

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