

Updated: November 2022

2022/2023 SCHOOL RULES

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. As far as the pupils' school time is concerned, **the school opens at 8.50 a.m.**: the teachers' supervision only starts at that time. The entrance is through the courtyard for the primary schools pupils (gate on Aynhoe Road) and through the white gate on Aynhoe Road for the nursery school pupils. Regarding the exit, GS and CE pupils leave through the courtyard (gate on Aynhoe Road), MS and CM pupils leave through the white gate on Aynhoe Road and CP pupils leave through the main entrance (59 Brook Green).
2. Children are handed over to either the teachers or their assistants. The names of the persons authorised to pick up the child at the end of the school day will be notified to the school administration and to the teacher at the beginning of the school year in the pupil's information sheet. Any other ad hoc request must be made in writing by a person responsible for the pupil to the school administration (info@ecoleprevert.org.uk) and the teacher, specifying the name and class of the child and the full identity of the person authorised to collect the child.
3. Classes for maternelle and elementary pupils begin at 9:00 a.m. and end at 3:15 p.m. for maternelle classes and 3:30 p.m. for elementary classes – from CP to CM2 (except on Wednesdays, when classes end at 12:45 p.m. for maternelle classes and 1:00 p.m. for elementary classes).
4. The school cannot be held responsible before 8.50 a.m. or after the end of classes. **No supervision is organised after the end of classes at 1.00 pm on Wednesdays and 3.30 pm on other days** (12.45 pm and 3.15 pm respectively for maternelle pupils).
5. A **wraparound service before and after school** has been set up. It is supervised by a team of supervisors. Pupils are welcomed in the morning from 8am until 8.45am via the school's external staircase which leads to the canteen and the Malala Yousafzai room. In the afternoon, pupils must be collected from the gate on Aynhoe Road either at 4.30 or 5pm. Pre-registration is not necessary, sessions are charged to an e-card (details of acquisition available on the website).
6. A **homework club** is available from CE1 onwards on registration, supervised by teachers from 3.30 to 4.30 pm. The pupils concerned have access to the Afterschool from 4.30 pm to 5 pm if necessary, subject to termly registration.
7. The French Library (BCD) and the English Library allow the loan of books and documents to the pupils, according to a timetable defined by the librarians and the teachers.
8. The school timetable and calendar are communicated to families for each school year at the time of registration. In order not to disrupt the smooth running of the school and to ensure the continuity of each child's education, they must be strictly respected. Each year, this calendar is validated by the AEFÉ on the proposal of the School Council and is a reference in terms of school attendance, in particular with regard to the British supervisory authorities.
9. Each pupil receives a "liaison tool", allowing communications from the school to the families - in digital format (Google classroom identifiers) and/or paper.
10. **Attendance and absence** are recorded each half day via an electronic register kept by the teacher. **Families are required to inform the school of their child/children's absence via the school website by 9.00am** on the day concerned if the absence was not foreseeable.
11. One-off absences are only authorised for half days, except for medical appointments or examinations for which absences are authorised for a quarter of a day. On the eve of weekends and holidays, absences are not authorised except for medical appointments with justification (written proof of medical appointment). In the particular case of CM pupils, the reasons for half-day absences are included in those for quarter-day absences, taking into account the specific length of their teaching morning.
12. Permission for absence from school due to exceptional circumstances must be sought in writing from the Head.
13. Physical and sports education (PE), including swimming, is compulsory. It is an integral part of the curriculum. Exemptions must be supported by a medical certificate, according to the school's model (see school website). A written request from the parents may be sufficient for an exceptional exemption. Children must also wear the clothing recommended by the teachers according to the activities carried out.
14. Although schooling is only compulsory from the age of five in the United Kingdom, enrolment in maternelle school implies a commitment by the family to good attendance, which is desirable for the development of the child's personality and prepares him or her for elementary school in the best possible conditions. All enrolment implies, in fact, the attendance of the pupil.
15. Pupils arriving late must report to the secretary's office, accompanied by their parents, where they will be allowed to enter the classroom. After several late arrivals, a contact between the parents and the Head may be organised. Too many late arrivals may lead to a refusal of access to the classroom for the day.
16. Parents who wish to meet with a teacher must make an appointment and report to the secretary's office on the day and at the time indicated.
17. Entrance and exit through the gate on Aynhoe Road is for pupils only. Parents may only enter the building through the school office.

18. No child may leave the school before the end of the school day, except in exceptional cases justified by a written request from the parents addressed to the Head and indicating the name of the person in charge who will come to collect the child.

II. PROPERTY - SAFETY

1. Most school supplies are provided for your child during the year. However, the additional supplies and equipment requested for each child in the note at the beginning of the school year are the responsibility of the family. This is compulsory, as is the need for appropriate clothing for physical activities and sports.
2. Any book belonging to the school which is damaged or lost by the child must be replaced by the family.
3. Expenses incurred by damage to the school building or furniture by a child will be reimbursed by the parents.
4. For the good functioning of the classes, the material provided to the pupils at the beginning of the year must be kept in good condition and replaced if necessary.
5. The school will not be responsible in case of theft or loss, of any pupil's property or that of those accompanying him or her. In particular, the school strongly recommends that the children do not bring with them any jewellery, money, toys, electronic games, etc.
6. Special educational needs: a pupil may be authorised to bring and use his computer or digital tablet at school when he/she has a special schooling project (PAP for example) established by the educational team. However, the school declines all responsibility in case of breakdown, damage, loss or theft and advises parents to take out a specific insurance for this equipment used in the context of their child's education.
7. In order to prevent addiction to screen use and dangerous use (prevention of cyber-bullying), the use of mobile phones and any connected device (watches, trackers, etc.) is prohibited on school premises. The same prohibition must be respected during all school time, including outside the school (bus trips, school outings).
For pupils in CM2 only, when the journey to and from school is made by the pupil without adult supervision, parents may **make a written request to authorise the possession of a mobile phone on school time**. Pupils must, however, always switch off their mobile phone when they enter the school and hand it in to the teacher during school time.
A student who uses a mobile phone on school premises without the permission of an adult may have it confiscated by a member of the teaching staff. The student's parents or guardian - and only they - will be able to get the phone back from the Head. In the event of a repeat offence, the authorisation granted will be cancelled.
8. **Dangerous objects and games:** Dangerous objects (penknives, cutters, etc.) are forbidden in the school premises, as well as scissors, compasses, etc. during recess. During school or extra-curricular time, the adults of the school are authorised to forbid a game or the use of an object because of its danger to the pupil or to others. In general, toys from home are not allowed in school. During most of the school's recess time, pupils will have school games at their disposal.
9. Fire drills (evacuation of the premises) and lockdown/invacuation drills are held at least once a term.

III. GENERAL ARRANGEMENTS

1. Enrolment in the school implies acceptance of the school rules.
2. Insurance is now taken out for each student by the school as part of the annual school fees. Details of cover can be obtained from the School Bursar.
3. A child who suffers even a minor injury should immediately inform the teacher or supervisor in charge who will arrange for the child to be taken to the school office if necessary. All arrangements will be made in case of emergency and the family will be informed.
To this end, an information sheet is filled in by the family at the beginning of the school year which specifies for each child
- the persons to contact in case of absence of the parents
- any specific medical condition (allergies, chronic illnesses, etc.)
In the event of an emergency, a pupil who has had an accident or is ill is directed and transported by the emergency services to the most suitable hospital. The family is immediately informed by us. Pupils may only leave the hospital if they are accompanied by their families.
It is the responsibility of the family to inform the school without delay of any change of address, particularly telephone numbers, so that they can be contacted at any time.
4. **Medication is not allowed in the school.** No child may bring medication into the school and teachers are not authorised to administer medication to children except in cases provided for by official legislation within the framework of a PAI (Individualized Treatment Plan). This procedure is established at the request of the parents in consultation with their family doctor or the child's paediatrician, or at the request of the school Head 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 must ensure that the associated medication which they provide is not out of date.
5. The School Council meets at least once a term. It is composed of the teachers, elected parents' representatives, representatives of the school Board and administration, the AEFÉ Inspector of the ZENOS and is chaired by the Head. Elections for parent representatives take place in October. The School Council is an official body of the school which approves the school rules and the school development plan (SDP). The school council is also consulted on the main issues of the pupils' school life and the pedagogical actions implemented during the year.
6. Decisions to admit a pupil to a higher class, repeat a year or redirect him or her to another type of education are taken by the teachers' council. In case of parents not accepting the decision of the school, the parents may appeal to a commission chaired by the Cultural Counsellor of the French Embassy in the United Kingdom.
7. Information meetings for parents are organised in each class at the beginning of the school year.
8. Pupils must come to school **wearing appropriate and correct clothes**. In particular, they must wear shoes to ensure their safety in the various class activities and must not wear sports club clothing in an obvious manner.
9. Pupils and their families must refrain from any behaviour, gesture or word that would undermine the role or integrity of staff and the respect due to their fellow pupils and their families. Similarly, staff shall refrain from any behaviour, gesture or word that would show indifference or contempt towards the pupil or his/her family.
10. Breaches of the school's internal rules by pupils may result in the imposition of a sanction which would be communicated to their families.

families.

11. **Serious breaches of the school's rules** affecting the physical and/or moral integrity of others **will give rise to sanctions.**

12. School snacks: the rules are as follows:

- Pupils in CE2 and CM are allowed to have a small snack at morning recess.

- Pupils in CE1 are only allowed to have a snack on swimming pool days.

- Other students are not allowed to have a snack due to the time of their lunch break. Only **balanced, nut-free snacks** are allowed.

13. A balanced nut-free packed lunch must be brought by the pupils on Wednesdays for nursery and first grade pupils. For the other For other classes, a packed lunch may be brought in. It will be taken either during recess or at 1pm before the start of clubs.

IV. IMAGE COPYRIGHT AND SCHOOL PHOTOGRAPHY

1. Each year, a photographer chosen by the Head will take class photographs and possibly individual photographs within the school frame. The school will not allow the use of any photograph that might prejudice the dignity of a child or of his/her parents. Thus, and unless otherwise stated, in strict compliance with the values set out above and with the regulations, it is considered that the parents authorise the school to take traditional school photographs, unless otherwise stated in writing on the information form (date collection sheet) completed at the beginning of each school year.

2. Pupils' photographs may also be used in an educational context. Signing of the school rules implies permission for photographs to be taken strictly for use in class, unless specifically mentioned otherwise in the information form (date collection sheet) filled in at the beginning of each school year.

On the other hand, for any distribution (school newspaper, Internet site, CDROM or DVDROM, video, etc.), a specific permission will be requested from the parents.

V. ADDITIONAL

1. **The School's secular Charter (charte de la laïcité)** is annexed to the school rules. It reminds us of the rules that enable us to live together in the school environment and helps everyone to understand the meaning of these rules and to respect them.

2. The school rules are adopted by the School Council during its meeting of the 1st term.

3. The school rules are sent to families for their information. They are also available on the school website.

4. Any exceptional protocol linked to specific health or safety situation may overrule, temporarily and as needs be, the organisation described above as our standard school rules. The school community would then be informed of these changes.

Document voted by the School Council on 10 / 11 / 22

