



ÉTABLISSEMENT  
CONVENTIONNÉ



**aefe**

Agence pour  
l'enseignement français  
à l'étranger

## SCHOOL RULES AND REGULATIONS 2024/2025

The École Française de Londres Jacques Prévert is committed to providing a calm, orderly, and harmonious environment conducive to effective learning. Such an atmosphere requires the active cooperation of all members of the school community.

These **school rules and regulations** serve to remind all members of the school community of their responsibilities in ensuring children's safety, the efficient operation of the school, and the maintenance of the high standards for which the École Française de Londres Jacques Prévert is known.

### **Premises: Two Sites**

The school now operates across two locations to accommodate a new Petite Section (Nursery) class for the 2024/2025 academic year.

These premises are situated opposite the main building, adjacent to Holy Trinity Church.

### **The school operates on two sites:**

- **Main site:** 59 Brook Green, London W6 7BE (classes from MS to CM2)
- **Annex:** 41 Brook Green, London W6 7BL (Petite Section only)

## **I. ARRIVALS, DEPARTURES & MOVEMENT**

### **1. Pupil Arrival and Departure**

#### **Annex (Petite Section):**

- **Arrival:**
  - Doors open: 8:50 am to 9:00 am.  
Pupils are welcomed by teachers at the building's glass door and enter without parents.
- **Departure:**
  - Doors open:
    - Monday, Tuesday, Thursday, Friday: 3:25 pm to 3:40 pm

- Wednesday: 12:50 pm to 1:00 pm

### **Main Site (MS to CM2):**

- **Arrival:**
  - Doors open: 8:50 am to 9:00 am.
  - **Nursery (MS & GS):** Pupils are welcomed by teachers at the white door on Aynhoe Road and enter without parents.
  - **Primary School:** Pupils are welcomed at the gate on Aynhoe Road and go directly to their classroom.
- **Departure:**
  - **MS & GS:** 3:15 pm (12:45 pm on Wednesdays)
    - MS: White door, Aynhoe Road.
    - GS: Gate, Aynhoe Road.
  - **Primary School:** 3:30 pm (1:00 pm on Wednesdays)
    - CP: Main entrance at 59 Brook Green.
    - CE1 & CE2: Gate on Aynhoe Road.
    - CM1 & CM2: White door, Aynhoe Road.

### **Parking Note:**

The parking adjacent to the gate on Aynhoe Road is private. Entry and parking are strictly prohibited.

## **2. After-School Departure Authorisation**

- **Annex (Petite Section):**

Children may only be collected by individuals designated by parents on the authorisation form.

Any ad-hoc arrangements must be submitted in writing by the child's guardian to the teacher ([mdia@ecoleprevert.org.uk](mailto:mdia@ecoleprevert.org.uk)), specifying the child's name and the authorised individual's full details.
- **Main Site (MS to CM2):**

Children may only be collected by individuals designated by parents on the authorisation form.

Any ad-hoc arrangements must be submitted in writing by the child's guardian to the school administration ([info@ecoleprevert.org.uk](mailto:info@ecoleprevert.org.uk)) and the teacher, specifying the child's name, class, and the authorised individual's full details.
- **CM2 Pupils Only:**

Pupils may leave the premises unaccompanied if written parental authorisation has been sent to the school administration ([info@ecoleprevert.org.uk](mailto:info@ecoleprevert.org.uk)) and the class teacher.

### 3. Extracurricular Activities

#### 3.1. Lunchtime Break

Meals are taken in the lunch hall, followed by outdoor playtime. Lunchtime break times per class are as follows:

- **PS:** 11:15 am – 12:30 pm
- **MS:** 11:30 am – 12:30 pm
- **GS:** 11:40 am – 12:40 pm
- **CPA:** 11:50 am – 12:50 pm
- **CPB:** 12:00 pm – 1:00 pm
- **CE1A & CE1B:** 12:15 pm – 1:15 pm
- **CE2A:** 12:30 pm – 1:30 pm
- **CE2B:** 12:40 pm – 1:40 pm
- **CM2B:** 12:50 pm – 1:50 pm
- **CM1/2A & CM1B:** 1:00 pm – 2:00 pm

#### Special Meals:

Vegetarian or medically-required special meals can be arranged in collaboration with the school chef. Requests must be submitted at the start of the academic year to Mrs Sanders ([info@ecoleprevert.org.uk](mailto:info@ecoleprevert.org.uk)).

#### 3.2. Morning and afterschool clubs

Morning care is available daily from 8:00 am to 8:50 am, supervised by the school supervisory staff. This takes place at the main building (entrance on the left of the main entrance on Brook Green).

Afterschool care operates daily (except Wednesdays) as follows:

- **3:30 pm – 4:30 pm:** Artistic, recreational, or sports activities
- **4:30 pm – 5:00 pm:** Free play
- Pickup is either at 4:30 pm or 5:00 pm.

#### Fees:

- £6.50 per session (booked via "Schoolgateway").
- £10 per session if not pre-booked.

Please note the number of pupils is limited and signing up is compulsory in order to attend.

### **3.3. Homework Club (CE1 and above):**

Homework Club sessions are held on Mondays, Tuesdays, Thursdays, and Fridays, and enable a small number of pupils to be complete their homework with the help and support of a teacher.

- **Option 1:** Homework club only (3:30 pm to 4:30 pm) – £9.50/session.
- **Option 2:** Homework club + afterschool club (until 5:00 pm) – £11.50/session. After homework club, the pupils are accompanied to afterschool club.

Registration is compulsory and needs to be done via “SchoolsBuddy” to attend the homework club for the term.

### **3.4. Extracurricular Activities (APEEF Clubs)**

A variety of extracurricular activities are offered throughout the week. Pre-registration is mandatory and done on a termly basis via the "SchoolsBuddy" platform. This service is managed by the APEEF, the school's volunteer parent association.

### **3.5. Wednesday**

On Wednesdays, there is no canteen or after-school care service once classes finish at 1:00 pm. Only pupils who are pre-registered for APEEF activities will be picked up by their activity leader and taken to their activity.

A "packed lunch" must be provided on Wednesdays for nursery and Year 1 pupils. For other classes, a packed lunch is only required if the pupil is registered for Wednesday afternoon activities. The lunch will be eaten at 1:00 pm before the start of the clubs.

### **Snacks at School**

The following rules apply to morning snacks:

- Pupils in Years 4, 5, and 6 (CE2, CM1 and CM2) are allowed to have a snack during the morning break.
- Pupils in Year 3 (CE1) may have a snack on Wednesday mornings and swimming days.
- Other pupils do not have a morning snack, given the timing of their midday meal.

In the afternoon, pupils may have their snack after classes, outside of school hours. Only balanced snacks that are nut-free are permitted.

## **4. Absences and Lateness**

### **4.1. Attendance and Absences**

Attendance and absences are recorded electronically every half-day by the teacher using an attendance register. Families must inform the school of their child's absence through the school's website by 9:00 am on the day of the absence, if it was not planned in advance.

### **4.2. Authorised Absences**

Absences may be authorised by the Headteacher upon written request from families, for exceptional obligations.

### **4.3. Occasional Absences**

Occasional absences are only authorised for half a day, except for medical appointments or examinations, for which absences are allowed for a quarter of a day. Absences are not permitted on the days preceding weekends or holidays, except for medical appointments with supporting documentation. For Year 5 and Year 6 pupils (CM1 and CM2), the reasons for half-day absences are included within those authorised for a quarter of a day, due to the length of the morning teaching period.

### **4.4. Leaving School Premises**

No pupil is permitted to leave school before the end of the school day except in exceptional cases justified by a written request from parents addressed to the Headteacher, specifying the name of the authorised person collecting the child.

### **4.5. Lateness**

Pupils arriving late must report to the school office, accompanied by their parents, where they will be authorised to join their class. After multiple instances of lateness, a meeting between parents and the Headteacher may be arranged. Excessive lateness could result in the pupil being denied access to class for the day.

### **4.6. Physical Education and Sports**

Physical education, including swimming, is compulsory as part of the curriculum. Exemptions must be supported by a medical certificate, using the school's template (available on the school website). In exceptional cases, a written request from parents may suffice for a one-off exemption. Pupils must also wear the appropriate attire recommended by their teachers for each activity.

### **4.7. Nursery Attendance**

Although school attendance is only compulsory from the age of five in the United Kingdom, enrolment in nursery implies a family commitment to regular attendance. Regular attendance is important for the pupil's personal development and prepares them for entry into primary school under the best conditions. Enrolment implies the pupil's regular attendance.

### **4.8. Meeting with Teachers**

Parents wishing to meet with a teacher must arrange an appointment and report to the school office on the agreed date and time.

## **II. MATERIALS AND SAFETY**

1. Most school supplies are provided for your child throughout the year. However, the additional supplies and equipment listed in the back-to-school notice are the responsibility of families. To ensure the smooth functioning of classes, the materials provided to pupils at the beginning of the year must be kept in good condition and replaced if necessary.

2. The Library and Documentation Centre (BCD) and the English library allow pupils to borrow books and documents according to a schedule set by the librarians and teachers. Any school book damaged or lost by a pupil must be replaced by the family.

- 3 Parents will reimburse any costs incurred due to damage caused by their child to the school building or furniture.
4. The school accepts no responsibility for the theft or loss of personal belongings. Families are strongly advised against sending pupils to school with jewellery, money, toys, electronic games, etc.
5. Materials for specific educational needs: A pupil may be authorised to bring and use their computer or tablet at school as part of a personalised learning plan duly approved by the educational team. However, the school accepts no responsibility in the event of breakdown, damage, loss, or theft. Parents are advised to arrange specific insurance for such equipment used as part of their child's education.
6. The use of mobile phones and all connected devices (e.g., watches, trackers) is prohibited within the school premises. This rule must be respected during all school hours, including during school trips.
7. For Year 6 pupils only, if the journey to and from school is undertaken without adult supervision, parents may submit a written request to authorise the possession of a mobile phone. Pupils must turn off their phones as soon as they enter the school premises and hand them over to the teacher during school hours. Any pupil found using their mobile phone on school premises without authorisation may have it confiscated by a member of staff. The phone can only be retrieved by the pupil's parents or guardian from the Headteacher. In case of repeat offences, the granted authorisation will be revoked.
8. Dangerous objects and games: Dangerous objects (e.g., penknives, cutters) are forbidden on school premises, as are scissors and compasses during break times. During school or extracurricular hours, school staff are authorised to prohibit any game or object deemed dangerous for the pupil or others. As a general rule, toys from home are not permitted at school. During most school break times, pupils will have access to school-provided games.
9. Fire drills (evacuation exercises) and PPMS confinement/evacuation drills are conducted at least once per term.

### **III. OPERATION**

#### **1. Communication**

**1.1.** An information meeting for parents is held in each class at the beginning of the school year. Regular meetings are organised throughout the year for all families with both French and English teachers.

Teachers and the Headteacher are also available to meet with parents by appointment upon written request at any time during the school year. Each pupil is provided with a "communication tool" for school-to-home messages, in digital format (Google Classroom credentials) and/or paper format.

#### **Academic Progress Tracking:**

Assessment results are shared each semester in the form of an online school report. Our school's website offers direct access to "LivrEval," the platform for tracking pupils' achievements.

**1.2.** Parents must be reachable by the school at all times. At the beginning of the school year, families complete an information sheet for each child specifying:

- Emergency contacts in case parents are unavailable.
- Any specific medical condition (e.g., allergies, chronic illnesses).

Families are responsible for promptly notifying the school of any changes to contact details, particularly phone numbers.

### **1.3. School Social Media:**

- **Instagram:** [https://www.instagram.com/ecole\\_prevert\\_londres/](https://www.instagram.com/ecole_prevert_londres/)
- **Facebook:** <https://www.facebook.com/Ecole-Française-de-Londres-Jacques-Prévert-108860248321411>
- **LinkedIn:** <https://www.linkedin.com/company/35538915/admin/>

Under the General Data Protection Regulation (GDPR), your consent is required for the use of your personal data. These data are essential for the school's operations and are updated annually. The nature of the data collected, their usage, and storage methods are detailed in a specific policy. The pre-filled information sheet you will be asked to update at the start of the school year gathers your consents for managing personal data, with various options and exceptions.

## **2. Behaviour**

### **2.1. Mutual Respect**

Pupils and their families must refrain from any behaviour, gestures, or words that undermine the integrity or respect of staff, peers, or their families. Likewise, staff must refrain from behaviour, gestures, or words that express indifference or disrespect towards a pupil or their family.

### **2.2. Sanctions**

Serious breaches affecting the physical and/or moral integrity of others will result in proportional sanctions, which will be communicated to families.

## **3. School Calendar**

The school calendar is shared with families at the start of each school year. To ensure the smooth running of the school and continuity in each pupil's education, strict adherence to the calendar is required. Each year, the calendar is approved by the AEFÉ upon recommendation by the School Council and serves as a reference for attendance, particularly concerning UK regulatory authorities.

## **4. Health**

Any pupil who sustains an injury, even minor, must immediately inform the teacher or supervisor in charge, who will escort them to the school office if necessary. In emergencies, an injured or ill

pupil will be referred to and transported by emergency services to the most appropriate hospital. The family will be notified immediately.

Medication is prohibited in school. Pupils are not allowed to bring medication onto school premises, and teachers are not authorised to administer medication except in cases outlined in an Individualised Healthcare Plan (PAI). This plan, requested by parents and developed in consultation with their doctor, must be established at the start of the school year. Parents must provide a treatment plan issued by a doctor along with the associated non-expired medication.

#### **IV. RIGHT TO IMAGE AND SCHOOL PHOTOGRAPHY**

1. Each year, a photographer authorised by the school's management will take class photographs and, where appropriate, individual photographs in a school context. The school will, of course, avoid the use of any photograph that could harm the dignity of a pupil or their parents. Thus, unless otherwise stated, in strict adherence to the aforementioned values and regulations, it is considered that parents authorise the school to proceed with the traditional school photographs. Any objections must be submitted in writing via the information sheet completed at the start of each school year.

2. Pupils' images may also be used for educational purposes. By signing this policy, parents agree to the use of such photographs strictly within the school, unless objections are submitted in writing via the information sheet completed at the start of each school year.

3. For any external use of images (e.g., school newsletter, website, videos), explicit authorisation specifying the terms of use will be requested from parents.

#### **V. SPECIAL PROVISIONS**

##### **1. Progression Decisions**

Decisions regarding promotion to the next year group, repeating a year, skipping a year, or redirecting a pupil to another type of education are made by the teaching council. In the event of parental disagreement with the council's proposal, parents may appeal to a commission chaired by the Cultural Counsellor of the French Embassy in the United Kingdom.

##### **2. Insurance**

The school arranges insurance for each pupil as part of the annual tuition fees. Details of the coverage can be obtained from the school administration.

##### **3. Exceptional Protocols**

Any exceptional protocol related to health or safety situations may temporarily override the organisation described in the school's internal rules. The school community will be informed as necessary.

##### **4. Acceptance of School Rules**

Enrolment in the school implies acceptance of its internal rules.

##### **5. Adoption of Internal Rules**



The internal school rules are approved by the School Council during its first-term meeting. The rules are distributed to families for review and are also available on the school's website.

## **6. School Council Meetings**

The School Council meets at least once per term. It is composed of class teachers, an equal number of elected parent representatives (based on the number of classes), the AEFÉ ZENOS Inspector, and is chaired by the Headteacher. Parent representative elections take place in October. The School Council is an official body of the school that approves the internal rules and the school project. It is also consulted on key issues of pupils' school life and the educational activities implemented throughout the year.

## **7. Charter of Secularism**

The Charter of Secularism in schools is annexed to the internal rules. It outlines the principles that enable harmonious coexistence within the school environment and helps everyone understand, adopt, and respect these principles.

Document approved by the School Council on 14/11/2024