

## Parent Information Evening Tuesday 20th September 2016

### Introduction

The aim of this meeting is to provide general information about this school.

If you have any questions relating to a specific child, then you should contact the teachers to arrange an appointment.

#### ➤ Hours

The school opens its doors at 08:25 in the morning and at 15:20 in the afternoon Monday-Thursday and at 15.30 on Fridays.

We would like to remind you that children must arrive punctually as lessons begin at 08:40.

The garage opens at 08:00 and closes at 08:50.

In the afternoon the garage is open between 15:10 and 15:40

#### ➤ Lateness and absence

Explanations are required for all absences and late arrivals.

The school no longer uses *cahiers de liaison* (school-parent contact books) and instead you are asked to send an email to reception as soon as possible.

#### In cases of absence due to sickness:

You should telephone or send an email on the day.

All absences longer than 3 days require a doctor's certificate.

If a child has a fever, he or she should be kept at home for 48 hours after the temperature has returned to normal.

The same procedure should be followed for vomiting and severe coughs.

We refer you the school rules (*règlement intérieur*).

#### ➤ After-school clubs

##### Hours

Clubs: 15.30- 16:30

After-school care (garderie) and Homework Club: 15.30 – 17.00

After-school clubs with fewer than 5 participants may be cancelled.

There is a walking bus to take children between the two buildings.

#### ➤ Clothing

- Lunchtime: The children are taken to the park every day at lunchtime except in the case of very heavy rain.  
We therefore ask that children be dressed appropriately for the weather and that you provide a pair of wellington boots to be kept at school.  
We would like to remind you that umbrellas are not permitted.
  - The school PE kit compulsory.
  - On days that your child is swimming, please ensure clothing is suitable and makes dressing/undressing easier (for example no shoes with laces, no tights). This is especially important for younger children.
- **Holidays**
- The school calendar is published on the website.
  - We are obliged to inform the local authority cases of repeated or long unauthorised absences. Such absences often occur when children are withdrawn from school before holidays. In exceptional circumstances, Mme Dehon may grant permission for absence in term time.
  - The dates of the holiday clubs are on Sims Agora. We remind you that deadlines should be respected.
- **Ipads and school books**
- These remain the property of the school.  
We will invoice you for all damage to school materials.  
The school will shortly be sending out the library code of conduct. We ask you to return all books by the date requested.
- **Parent Elections**
- The School Council (conseil d'école) meetings require the presence of elected parent representatives.  
The election of these parent representatives will take place between noon on 7th October and noon on 9th October using an electronic voting system.  
Any parent wishing to stand for election should leave their details with the class teacher or with Mme Delorme (mother of Lucas Year 7/6<sup>ème</sup> and Sébastien Year 4/CE2).
- **Special Needs:**
- Mme Catherine Faure is responsible for monitoring all students with special needs – including those identified as gifted and talented, as well as those facing challenges or in need of support.
- **Pushchairs**
- We request that you do not bring pushchairs into the school building. You may leave pushchairs in the garage behind the school during the school day. Access is via the Mews behind the school.
- **Home time 15:20 or 15:30**

We request that you do not block the corridor inside the school. You are welcome to use the back door (by the garage).

Please do not leave children unattended on the pavement if you need to come into school.

When you are waiting outside the school, please be sensitive to the needs of pedestrians.

It would also be helpful if you try to attract the attention of your child/the teacher at pick-up so they can find you quickly.

➤ **Planning Application - Duchess House:**

Cars are not allowed to park in the street. You are not permitted, under any circumstances) to use the Mews opposite the school even when walking.

➤ **Nuts:**

We remind you that all nuts (tree nuts, peanuts etc) are banned from school premises as we have many children with nut allergies.