



# School Rules EIFA Junior School

## Règlement Intérieur

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## **Reference Text: Règlement départemental des écoles maternelles et élémentaires**

This document comprises the internal rules required for the functioning of the school, as well as the rights and responsibilities of all members of school community. The document recognises the requirement for mutual respect and tolerance. Relationships between different members of the community should be based on respect and trust. Any failure to follow the rules will result in the imposition of appropriate sanctions as specified.

### **School Life**

Teachers and all adults working within the school are forbidden from engaging in any behaviour, words or actions that could be interpreted as indifference or disdain towards a student, a student's family or which could hurt the feelings of a student. Equally students and their families are forbidden from engaging in any behaviour, words or actions that could cause offence to or hurt a teacher or any adult working in the school. Everyone is required respect colleagues and families at the school.

If the behaviour of a student causes serious disruption to a class on a regular basis, then a meeting may be called of all those involved in the education of the student possibly including, but not restricted to, teachers, the Headteacher, Heads of Curriculum and Assessment & Learning, SENCO and relevant outside agencies and professionals.

### **Attendance**

Early Years, Foundation Stage and Y1 (Maternelle)

Joining the school in the Early Years, Foundation Stage or Y1, indicates that a family is committed to education and understands that regular attendance at school is necessary both for the development of a student's personality and as preparation for the next stage of school life.

Teachers and/or the Headteacher must be informed of all absences.

### **Y2 and KS2 (Ecole élémentaire)**

Regular attendance at school is compulsory as is participation in all activities during the school day (sport, swimming, art, drama, other cultural activities).

### **The School Day**

The School Day runs from 08.40 to 15.20 on Mondays, Tuesdays, Wednesdays and Thursdays and from 08.40 to 15.30 on Fridays.

Teachers are not responsible for students outside these hours except when students are participating in extra-curricular activities organised by the school from 15.30 to 16.30 at Portland Place and 16.30 to 17.00 at Duchess House.

### **Arrival**

Students may arrive in school 15 minutes before the start of lessons.

At Portland Place, the school doors are opened at 08.25. It is strictly forbidden to enter the building before the doors have been opened.

The doors to Duchess House are opened at 08.00. Students must arrive by 08.30 even if their lessons do not begin until 08.40.

Students in Nursery, Reception, Year 1 and Year 2 are to be taken to their classrooms where the parents hand their student to the teacher or assistant at the door.

If the student is not handed to a teacher, then the teacher is not responsible for any accidents or injuries that may occur.

For CE1, CE2, CM1, CM2, students enter the school without parents and go to their classrooms.

### **Home time**

We remind you that only persons named in the students' records are authorised to collect students from primary and nursery classes.

Any student not collected by 15.20 and who is not participating in extra-curricular activities will be taken to the Homework Club or afterschool crèche (Garderie). Once a student has been taken to the Homework Club or Garderie, parents will be invoiced for the service.

All unauthorised entry into the school is forbidden at drop off and collection times, as well as throughout the day. Parents must not block the exit for the students and should be polite and cordial in their contact with others.

It is forbidden to enter the school with a dog or other animal even if it is on a lead. It is also forbidden for students to enter the school with scooters or bicycles. These must be put in the garage behind the building.

Parents wishing to enter the school should speak to the receptionist. Outside pick up and drop off times, parents should contact the Headteacher.

### **Absence and lateness**

Any student arriving at school after registration or who misses a class must have a letter from his/her parents giving the reason for the late arrival or absence. Moreover, parents are asked to inform the school as early as possible on the morning of their student's absence by email.

Joining the school commits a family to regular attendance. If this commitment is deemed to be absent then a student may be removed from the school roll and the relevant social services informed.

Requests to authorise absences during term time in exceptional circumstances should be addressed to the Headteacher in writing. No absences will be authorised for holidays during term time.

If a student is required to leave school before the end of the school day or before the end of extracurricular activities, then parents are asked to inform the school and the teacher in writing in advance and to go to the relevant classroom to collect their student. Parents must sign the collection register before leaving with their student.

### **Completion of academic work**

Students are required to be attentive and studious in class (they should listen, participate and complete written and oral tasks as required). All students must learn lessons regularly. Students must have all the day-to-day equipment necessary for school each day. Families are required to replace any items lost or damaged that belong to the school.

### **Home-School Liaison**

Email is used for all home-school communication relating to absences, meetings, and appointments with teachers, school trips and so on.

The notice board at the entrance to the school should be consulted regularly.

### **Behaviour and Dress Code**

Students are to arrive and behave in a calm manner in lessons.

At the end of each period of recreation, the students are to assemble in the designated areas. They are to line up quietly, avoiding shouting or pushing.

Dangerous behaviour and other misbehaviour will be subject to sanctions and a student may be issued with a written warning. In the case of more serious incidents, the Headteacher may ask the parents for a meeting and inform the French inspection team. Students must be dressed appropriately and in clean clothing each day. Tattoos, nails varnish, cropped tops and jewellery are forbidden.

Trainers and plimsolls are not permitted except during sports lessons.

All students must have sports trainers (which fit) as well as the EIFA sport's kit (with the school logo) for sport lessons. The complete sports kit should be bought from School Trends: [www.schooltrendsonline.com:LecoleInternationaleFrancoAnglaiseW1B1LS](http://www.schooltrendsonline.com:LecoleInternationaleFrancoAnglaiseW1B1LS);

Except for reasons of a cultural nature or religious observance, students are not permitted to have their heads covered in school (helmets, bandanas, hats, scarves etc.).

### **Personal Property**

The school accepts no responsibility for the loss, theft or damage of clothing, bicycles, valuable items or money belonging to students.

It is forbidden to bring toys and electronic games into school. Mobile phones may not be used during the school day.

### **Snacks**

Healthy snacks are allowed for the morning recreation period and as an after-school snack to be eaten before after-school activities. Snacks are to be provided by parents. Snacks are not permitted during the afternoon session at school.

All nuts, nut products, chewing gum, chocolate and sweets are prohibited in school.

### **Damage to property**

Students should try to keep their surroundings (including the park) as clean as possible and should tidy their classrooms before leaving.

## Swimming

If a student is at school on the day of a swimming lesson, they must attend.

If a student is not well enough to participate in their swimming lesson, they should not come to school.

If a student is present at school but may not participate in swimming lessons for one reason or another, then he/she must provide a doctor's note dated within the last seven days. However, he/she will have to accompany their class to the swimming pool and will watch the lesson from the side of the pool. Any student without a doctor's note must join the lesson. If a student has forgotten his/her swimming kit, then school may lend the student the necessary items.

## Health

In the case of illness or an accident, the family will be notified and asked to collect the student from school. Where it is impossible to contact the family or in an emergency, the school will contact the emergency services and follow their advice.

If a student vomits or has a fever they must be taken home and may not return to school for 48 hours.

If a student is following a course of treatment, the medication must be handed in at the Reception desk together with a signed and dated doctor's prescription. Students must never keep any medication in their possession.

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Please detach and return to the receptionist at school.

Read and understood in London on -----

Family Name:-----

Parent of ----- in class -----

The Headteacher  
S. Dehon/A. Hill

Signature of student

Signature of parents