

Internal rules and regulations

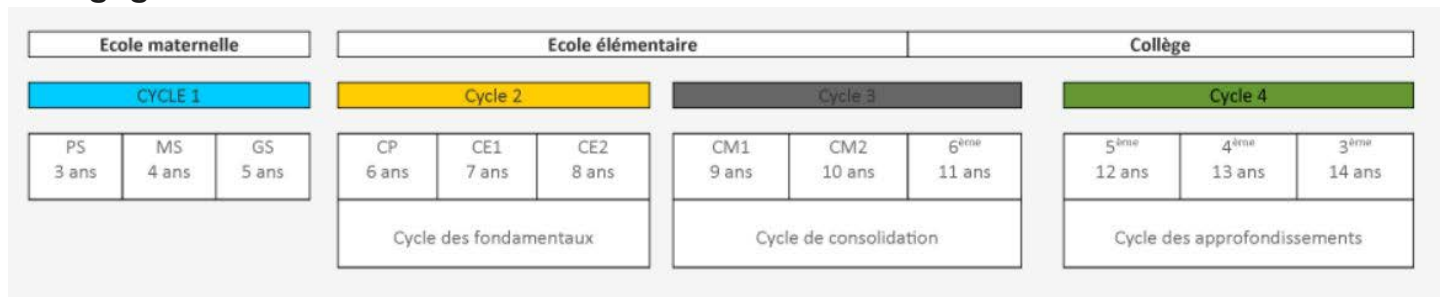
Primary school
Middle school
Extracurricular

1. Organization and operation of the school

The school welcomes students from Monday to Friday, four and a half days a week.

Extracurricular activities and homework help are offered 4 afternoons a week, in the school. Every Wednesday there is an extracurricular outing with a picnic.

Pedagogical structure:



The French system compared to other education systems:

Presentation of the French education system compared to the Lao system, the British system, the American system and the Australian system

AGE	French system			Lao system		American system		Australian system		British system		
	Ecoles	Cycles	Classes	Ecoles	Classes	Schools	Classes	Schools	classes	Key stage	Classes	
3	Maternelle	1	PS	Anouban	A1	Kindergarten	Preschool	Preschool	Day care			
4			MS		A2		Pre-K		Day care			
5			GS		A3		Kindergarten		Prep/Kindergarten			
6	Elémentaire	2	CP	Pathom	P1	Elementary school	1 st grade	Primary school	Y1	Key stage 1	Y1	
7			CE1		P2		2 nd grade		Y2		Y2	
8			CE2		P3		3 rd grade		Y3		Key stage 2	Y4
9			CM1		P4		4 th grade		Y4			Y5
10	Collège	3	CM2	Matanium	P5	Middle school	5 th grade	High school	Y5	Key stage 3	Y6	
11			6 ^{ème}		M1		6 th grade		Y6		Y7	
12			5 ^{ème}		M2		7 th grade		Y7		Y8	
13			4 ^{ème}		M3		8 th grade		Y8		Y9	
14	Lycée	5	3 ^{ème}	Matanium pay	M4	High school	9 th grade		Y9	Key stage 4	Y10	
15			Seconde		M5		10 th grade		Y10		Y11	
16			1 ^{ère}		M6		11 th grade		Y11		Key stage 5	Y12
17			Terminale		M7		12 th grade		Y12			Y13



a. School hours

Pre-school and elementary school pupils attend class **26 hours** a week.

Classes are held on Monday, Tuesday, Wednesday, Thursday and Friday from 8 a.m. to 11.45 a.m. and from 1.15 p.m. to 3:00 p.m. There are no lessons on Wednesday afternoons.

Middle school students have **28 hours** of lessons per week. Classes are held on Monday, Tuesday, Wednesday, Thursday and Friday from 8 a.m. to 12.00 p.m. and from 1.15 p.m. to 3.15 p.m. Assessments are on Wednesday afternoons and will be defined at the beginning of each school period.

Children in pre-school have a break every morning from 9.40 am to 10.10 a.m. Primary and middle school students have a break from 9.50 a.m. to 10.10 a.m.

b. Arriving at school

The school is open from 7.50 a.m.

On arrival, children between 3 and 8 years old go directly to the classroom.

Students from 9 years old go via the administration and assemble in the restaurant until classes start.

Students are not allowed to play in the garden before classes begin.

c. Leaving school

Students between 3 and 8 years old are not allowed to leave school on their own. They must be collected either by their parents or a designated adult at an agreed time.

Students from 9 years old can leave the school alone at an agreed time.

d. Lunch break

All students who have school meals are not allowed to leave school during the lunch break.

Students from 3 to 8 years old who go home for lunch must be collected at 11.45 a.m. either by their parents or a designated adult.



Students from 9 years old who have lunch at home leave school at the end of morning classes (11.45 a.m. or 12.00 p.m., depending on the year group).

The gate reopens at 1p.m. for classes in the afternoon.

e. Extracurricular activities

Pre-school pupils are under the responsibility of the supervisor of extracurricular activities as soon as classes end.

Elementary and middle school students enrolled in extracurricular activities go unaccompanied to the canteen area for a snack which is served from 3.00 p.m. to 3.30p.m. No student is allowed to play in the school yard from 3.00 pm to 3.30 pm without the supervisor's permission.

Students enrolled in an activity should abide by the rules at all times.

f. Calendar

The school year is 36 weeks. School holidays are approved by the Parents Association Committee and are based on the French school year. They also include bank holidays in Laos.

g. Enrolment

The school and extracurricular activities are subject to separate terms of enrolment and payment.

- **Pre-school**

Children may be admitted from three years of age provided they have reached their third birthday by 31st December of the current calendar year.

Younger children who are socially mature may only be enrolled if there are places available. They will be enrolled at the beginning of the following school year.

There are no specific language requirements.

- **Elementary and middle school**

Elementary school



Children who are six years old may be admitted provided they have reached their sixth birthday by 31st December of the current calendar year.

Middle school

Children who are eleven years old over will be admitted provided they have reached their eleventh birthday by 31st December of the current calendar year.

Non-French speaking students.

Students will follow the French National Education syllabus.

Every child has a personalized language course which is established in liaison with the family.

In secondary school, the students use distance education. They are accompanied and supervised by the teacher. Group lessons are organized combining the different programs studied to encourage communication and interaction among the students.

The following supporting documents must be attached to the application form:

- Full copy of the "livret de famille" (French nationals) or birth certificate (other nationalities)
- Vaccination card
- Copy of the child's school reports (for Primary and Secondary)

• Extracurricular/homework help:

Extracurricular activities are available to children not attending the school depending on the places available.

Homework supervision can be arranged for elementary school students.

The following documents must be attached to the application form:

- Full copy of the "livret de famille" (French nationals) or birth certificate (other nationalities)
- Vaccination card

h. Departures from the school



Families are required to inform the school if a child is to leave. The school will provide a school report and school certificate provided that all tuition fees have been paid in full and all material on loan has been returned.

2. Family liaison

A meeting is organized at the beginning of the year, and then in each term of the school year. During this meeting, the teacher presents the school and the classes as well as the objectives and projects for the current year.

The teacher summons the parents and reciprocally is at their disposal to discuss, by appointment, their children's learning progress.

The documents and information relating to the class and the school are communicated electronically to families and are available on the school's website. The reports of the school council and the management committee are also available on the school's website.

The school's email address can be used to communicate with the school to request an appointment with the teacher or, for other administrative purposes.

A progress report is sent to families on a regular basis:

- for pre-school students a school notebook is sent at the end of each period
- for elementary and middle school students a school report is sent 3 times a years

The school's objectives for a three year period are presented, discussed and voted by the school council.

Parents are kept informed about school life through their representatives on the management committee and the school council.

3. Education, hygiene, health and safety

a. Education

The school provides quality teaching and education adapted to the students. The programs and objectives pursued are those of the French National Education System



Some subjects taught in Middle school in English (literature, history and geography) are supported by a distance learning course in compliance with the Anglo-Saxon syllabus.

Everyone - teachers, pupils or parents – has to respect school hours and be on time at the beginning of each school day. Punctuality is essential. Requests for student leave must be made in writing.

At pre-school and the elementary school, each child is provided with the necessary equipment. Only books and notebooks can be taken home. The family is asked to provide a school folder and an empty box for small school supplies. This will remain at school throughout the year. From the age of 9, each student is required to have a laptop. The family will give permission to teachers to install hardware programs and software which will be used in the classroom as part of the learning process and for projects.

At middle school they also need a pencil case. All equipment must be simple, otherwise it will not be allowed.

Students have a library space at school. The rules and regulations can be consulted on the school website.

b. Cleanliness and hygiene.

The school premises are maintained on a daily basis.

Children wash their hands regularly, after each activity, after going to the bathroom and before each meal and break.

The school has a shower. During the warm season, younger children shower and change clothes before going to the rest room. The older children can use the shower after P.E. lessons.

Each child has a place (locker or coat rack) to store their personal belongings.

The sleeping arrangements for the youngest children are kept individual and cleaned once a week.

All the games and equipment made used by the pupils are washed regularly. Drinking water and a personal cup, washed daily are available to children.

Teachers and children must be clean, in good health and dressed appropriately.



Information about school meals is available on the school's website. It is essential that the school be made aware of any food allergy the child has.

In the event of a health problem at school, the family is contacted through the contact details given on the information sheet. Each family must therefore report any changes.

In the event of a health problem at home, the family is required to inform the school. A child who is ill should remain at home.

All medication must be accompanied by a doctor's prescription. In the event of a chronic illness when a student is required to take medication on a regular basis, a written protocol must be established.

c. Safety

Violent behaviour, dangerous games or objects are forbidden on the school premises. Children are under the full responsibility of teachers or supervisors during school hours and extracurricular activities.

A child who is injured, even slightly, must notify a member of staff immediately. The school has a first-aid kit and an organized response protocol for emergencies or care. All measures taken are recorded on a special incident register.

The family is responsible for the child outside school hours and extracurricular activities, and on the journey to and from school.

The school has a fire emergency evacuation plan. Fire drills are conducted three times a year.

Accident insurance fully covers all school activities.

Parents are not allowed to circulate freely in the school. They must present themselves to the management.

d. Confidentiality

All information concerning a student and/or his family is strictly confidential. Private remarks or divulging information about students or their families is forbidden. Confidentiality must be respected by the staff at all times.

Violence or any inappropriate behavior, whether it be physical or verbal, by any member of staff



conveying indifference or contempt towards the pupil or his family is strictly forbidden.

Students and their families must also refrain from any behavior, gesture or speech that would undermine the dignity of the job and the character of the teaching staff.

e. Personal belongings

It is advisable not to bring any valuable items to school.

The use of mobile phones, tablets and video games is prohibited within the school grounds. Toys of any kind are prohibited. The school provides all the necessary equipment.

The school cannot be held responsible for the loss or degradation of material left at school outside school hours, evenings, weekends or holidays (bicycles, computers, etc.).

From 9 years old, the school provides each student with a personal locker for their personal belongings.

f. Autonomy of older students:

Pupil council meetings are held weekly so that students can voice their opinion and give feedback on school life.

An exceptional student council may be requested by the students.

The rights and duties of students are displayed in the classroom and are reviewed on a regular basis.

A student who behaves well will be given more autonomy.

Any disorderly or provocative behavior towards other pupils will not be tolerated and the autonomy given to the student will be taken away.

These rules are brought to the attention of everyone at the beginning of each school year.

4. Enrollment Obligations

It is the parent's responsibility to ensure that their child attends school regularly and that they take part in all activities organized by the school during school time.

Failure to comply with the school's rules and regulations and, in particular, the physical or moral integrity of other children or teachers will result in sanctions.



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In the event of serious misconduct, parents, children and teachers will assess the situation and agree to take the necessary action.

Approved by the school committee

Date: 05/12/2016

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