

# REGULATIONS

Primary school

1.Modalities of operation.....	2
a.Pedagogical structure.....	2
b.Schedules - Home - Outings .....	2
Preschool .....	2
Elementary school.....	3
<i>Important box: School time in our school</i> .....	4
c.Midday break .....	4
External regime .....	4
Half-board regime .....	4
External regime with enrolment in studies .....	4
<i>Important box: Operating hours and responsibilities</i> .....	5
d.Calendar .....	5
e.Registrations .....	5
Preschool .....	5
Elementary school.....	5
<i>Forms constituting the application for registration:</i> .....	6
f.Deregistrations .....	6
2.Parent/teacher or parent/supervisor relationships.....	6
3.Principle of respect for the rights and duties related to schooling, hygiene, health and safety .....	8
a.Education and schooling .....	8
b.Health, hygiene and cleanliness.....	8
c.Physical security.....	9
d.Confidentiality and moral security.....	10
e.Belongings .....	10
f.Independence-Responsibility-Initiative of Older Students.....	11
4.Breach of contract.....	11
APPENDICE – Contacts 2020-2021 .....	12

# 1. Modalities of operation

The school week consists of 9 half-days from Monday to Friday. Extra-curricular activities and/or homework help are offered on the school premises during the midday break (see detailed timetable).

## a. Pedagogical structure

PRIMAIRE						SECONDAIRE								
Ecole maternelle			Ecole élémentaire			Collège			Lycée					
CYCLE 1			CYCLE 2			CYCLE 3			CYCLE 4			Cycle terminal		
PS 3 ans	MS 4 ans	GS 5 ans	CP 6 ans	CE1 7 ans	CE2 8 ans	CM1 9 ans	CM2 10 ans	6ème 11 ans	5ème 12 ans	4ème 13 ans	3ème 14 ans	Seconde 15 ans	Première 16 ans	Terminale 17 ans

### Comparative table of some school systems

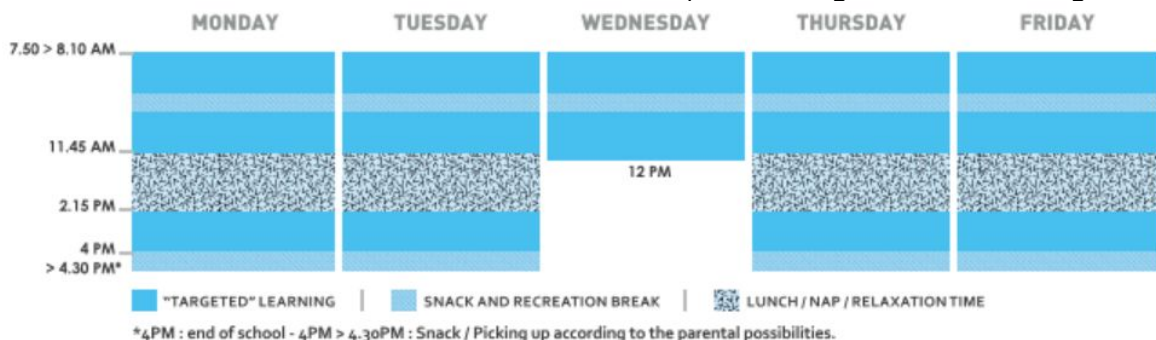
School system	French			Lao		American		Australian		British		
	Ages	Ecoles	Cycles	Classes	Ecoles	Classes	Schools	Classes	Schools	Classes	Key stage	Classes
3				PS								
4		Maternelle	1	MS	Anouban	A1	Kindergarten	Pre-K		Day care		
5				GS		A2			Day care			
6				CP		A3	Kindergarten	1 <sup>st</sup> grade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

The present regulation concerns the primary school which includes the preschool and the elementary school. For the class of 6ème, last year of cycle 3, we will refer to the secondary school regulations as the 1st year of the middle school.

## b. Schedules - Home - Outings

### Preschool

Preschool students attend class 26 hours a week, according to the following schedule:



**Preschool students** are welcomed in class between 7.50 and 8.10 am. They must be entrusted by the accompanying adult to one of the class teachers and cannot be dropped off at the gate under any circumstances. They finish class at 4pm. They must be picked up between 4 pm and 4.30pm:

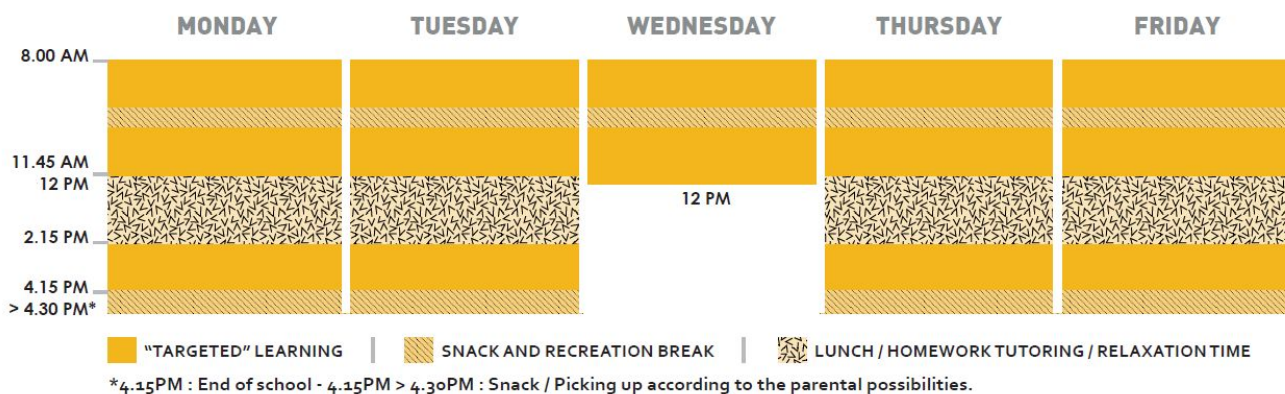
- by their parents
- by a regular adult designated by the parents at the time of registration
- by an adult designated from time to time in writing to the class teacher or principal

All students finish at 12.00 on Wednesdays.

Recess is scheduled every morning from 9.40 am to 10.10 am.

Elementary school

Students in cycle 2 attend class 27 hours a week and students in cycle 3 attend class 27 hours a week, according to the following schedule:



The school opens its doors at 7.50 am to welcome elementary school students. After passing through the gate, it is mandatory for them to join their class and prepare for the first lesson. No students are allowed to play in the playground during the morning reception period. Like preschool students, students in the first grade must be accompanied into the classroom. Pupils of the other levels of the primary schools can join their class independently.

Recess is scheduled every morning from 9.50 am to 10.10 am.

Elementary students finish classes at 4.15 or 4.30 pm depending on the cycle to which they belong. At the end of the day, the canteen and the recreation area are supervised until 4.30 pm.

Students in cycle 2 must be collected by their parents or another responsible adult who has been designated between 4.15 and 4.30 pm. Cycle 3 students may leave the school without supervision.

The presence of Cycle 3 students, beyond 4.30 pm and up to 5.30 pm maximum, in the yard is tolerated in the unique case where they are waiting for a senior secondary school student. They must declare themselves to the administration. This occupation of the premises is not supervised and is the sole responsibility of the parents.

All students finish at 12.00 on Wednesdays.

**Important box: School time in our school**

In preschool and elementary school, the weekly duration of teaching is set at 24 hours by the French curriculum.

Two extra hours per week allow us to adjust the language courses to suit the needs of each individual within the framework of the plurilingual and pluricultural device that characterizes the EFLP.

In addition, for elementary school students, a 27th hour is added. This is the APC (Complementary Pedagogical Activity, device implemented in French system) hour that we have chosen to devote to pluridisciplinary and interdegree projects. It concerns all students all year round as we use it to experiment with other teaching methods in the service of our plurilingual educational project.

**c. Midday break**

There are 3 possibilities. The modality is chosen by each family at the time of registration.

External regime

Students in cycles 1 and 2 who have lunch outside the school must be picked up at 11.45 am by an adult, designated, at the end of class. Without pick-up, the child will be taken to the canteen. At 12:00, the family is charged for the midday break.

Cycle 3 students who have lunch at home must leave the school at 12.00. The return to school for external students takes place between 14.05 and 14.15.

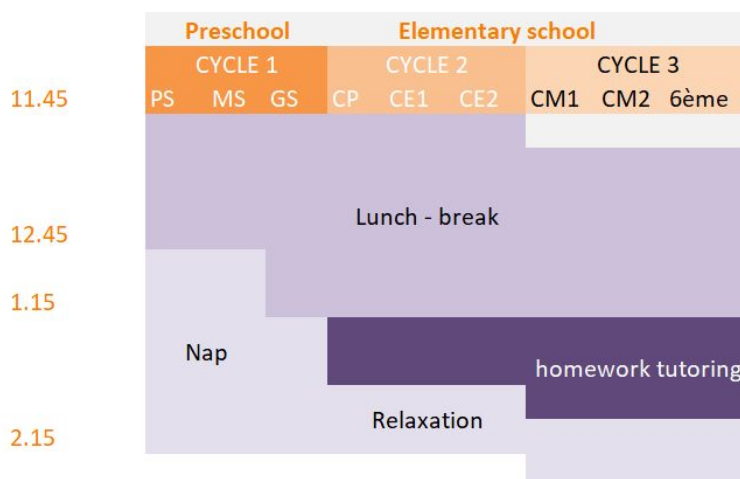
Half-board regime

All students, once enrolled in the catering service, must under no circumstances leave the school during the midday break.

External regime with enrolment in studies

These possibility is not offered to preschool. These students return to school between 1.05 and 1.15 pm.

The midday break is organized according to the timetable below:



Different times of the day are articulated at this time of the day: meals, recreation, naps, guided studies and activities in the relaxation area.

Students in the preschool are entrusted to the person in charge of the midday break from the end of morning classes until 2.15 pm for the resumption of classes. Elementary school students go independently to the catering service at the end of their course and to their class at the end of the midday break.

A nap is offered to preschool students from 12.40 pm onwards. Students enrolled in the midday break are required to follow the instructions of the supervisors. A specific "Midday Break" regulation is communicated to the students.

Except in the context of supervised study and activities in the relaxation area, independent access to classes is forbidden during the midday break.

#### *Important box: Operating hours and responsibilities*

Outside these hours, which mark the beginning and end of the day on the one hand, and the beginning and end of the midday break on the other hand

- 7:50 to 8:10,
- 11:45 a.m. to 12:00 pm
- 2:05 pm to 2:15 pm
- 4:00 to 4:30 pm

the school is closed. All visitors, including parents, must inform the administration of their arrival and the purpose of their visit. The children are under the full responsibility of the teachers and supervisors during school hours and during the activities planned by the school. Children are under the full and entire responsibility of their parents outside school hours and extracurricular activities, in particular when entering and leaving the school.

**In the event of an unforeseen delay in picking up a child, the family will inform the school by phone and the school will make the necessary arrangements with the child. If the family is not informed of a delay and beyond cycle 1 and cycle 2, the school cannot be held responsible for a child whose outing has not been organized by the parents.**

## **d. Calendar**

The school year lasts 36 weeks. The calendar of holidays is adopted by the School Council each year. It takes into account the rhythm of the children, the official texts of the French Ministry and certain specificities of the local holidays and festivals.

## **e. Registrations**

The school and the midday break are the subject of separate inscriptions and treasuries.

### Preschool

Children who have reached the age of 3 years on 31 December of the current calendar year are enrolled in preschool. Younger children of sufficient social maturity may be enrolled depending on the availability of places, with the understanding that they will continue their regular schooling in the following year in the petite section. Children are admitted without language conditions.

### Elementary school

Children who have reached the age of 6 years on 31 December of the current calendar

year are enrolled in elementary school. Fluency in one of the key languages (French, Lao or English) is a necessary condition for enrolment.

Depending on the child's background, a project for schooling in French will have to be discussed in consultation with the family.

**Forms constituting the application for registration:**

- Information sheets: one for school, the other for the midday break
- Parental Permission Form
- For preschool: adults authorized to pick up the child.
- Information on equipment to be provided, timetables, fares and financial regulations
- Information concerning the food supply, its organization, its regulations
- Current security protocol
- School Calendar
- IT Charter
- Library Regulations

Documents to be attached to the registration forms: Family record book, vaccination book, copy of passport or birth certificate, school records (if the child has already been to school), 3 passport photos.

## **f. Deregistrations**

Families are required to inform the school of the departure of children as soon as possible. Subject to the payment of school fees and the return of the lent material, the school issues the school file and a certificate of dismissal which allows for the follow-up of the child.

## **2. Parent/teacher or parent/supervisor relationships**

Meetings are organized at the beginning of the year for each class. During these meetings, teachers present the objectives and projects for the current year. They explain the general life of the school and the class.

Each family receives a connection code to the school life software (PRONOTE) of the school. They can thus consult the points on the school's agenda that concern their children's schooling, their children's timetable and the canteen menus.

In addition, each family receives regularly by e-mail, information and documents relating to the life of the school and the class.

The school's e-mail addresses can be used as a means of communication with the school. Detailed contacts are presented in an appendice updated each year and attached to these regulations.

Parents are informed of the state of their children's learning through the publication of a school report that can be consulted on the school life software (PRONOTE). The bulletin is published 3 times a year for elementary school students. For preschool students, the learning follow-up booklet is given to parents at least twice during the school year.

Twice a year, parent-teacher meetings are organized to enable both parties to exchange views on the progress and difficulties of each child. In addition, the teacher may convene the parents and vice versa is available to discuss by appointment if necessary.

The Director is at the parents' disposal for any additional information or clarification provided that a request for an appointment is made a few days in advance, except in case of emergency.

Parents are involved in the life of the school through their representatives on the School Council and the Management Committee. These representatives are elected each year at the Association's General Assembly. Parents can also get involved in various working and reflection committees.

7

The minutes of the School Council meetings are distributed electronically by the parent representatives and can be consulted at school. The minutes of the management committees are archived and can also be consulted at the administration.

A school project federates the actions carried out over 3 years at all levels in order to carry out a coherent educational policy. It is presented by the pedagogical team, discussed and adopted by the school council.

### **3.Principle of respect for the rights and duties related to schooling, hygiene, health and safety**

#### **a.Education and schooling**

The school maintains a quality education adapted to the students it welcomes. The programmes and objectives followed are those of the French National Education system. The curricula are arranged in such a way as to give a place to the programmes of the Lao Ministry of National Education for language, literature, discovery of the world, history/geography. Some points of the French curricula are taught in Lao or in English (Teaching of subjects by linguistic integration). Finally a part of the French curriculum is adapted to the Lao context (Some elements of the curriculum are illustrated by examples taken locally).

Most of the teachers hold teaching diplomas from the French Ministry of Education, the Lao Ministry of Education or another foreign Ministry of Education. They are all university graduates and native speakers of the language in which they teach.

In the event of a short absence of a teacher, an internal reorganization ensures the continuity of the welcome. In the event of a long absence, alternative solutions are applied as far as recruitment possibilities allow.

Everyone, teacher, student or parent, is required to respect schedules and punctuality. Requests for authorisation for pupil absence must be justified and must be made in writing.

For the preschool and elementary school, each child has at his disposal the necessary material provided by the school and the family (see information in the registration file). Only books and notebooks can circulate between school and home. The small school material provided must remain at the school all year round.

From cycle 3 (CM1) onwards, the family provides their schoolchild with a laptop computer. The family authorizes the teachers to put on this private computer equipment the programs and software used in class in the framework of learning and projects related to its level. During school time, this equipment, although personal, can only be used for educational work.

The school has a Library and Documentation Centre. The text regulating the use of this space and the loans is available for consultation in the library and on the school's website.

#### **b.Health, hygiene and cleanliness**

The school premises are maintained daily by staff trained in the hygienic measures necessary for the reception of young children and children.

Regular hand washing is introduced in the timetable of the youngest children after every dirty activity, every visit to the toilet and before every food intake and rest period.

In the hot season, younger children can be showered and put on a clean change of clothes before going to the rest room. Water games can also be organized.



Older children should have clothes to change into after the Physical Education and Sports sessions.

Each child has a space (locker or coat rack) to store his/her personal belongings. Sleeping equipment for the younger children is individual and cleaned once a week (more if necessary).

All the games and equipment provided for the pupils are washed regularly.

Drinking water and a personal cup, washed daily, are available to all.

Teachers and pupils are in a suitable state of health and cleanliness. Correct dress, compatible with life in the community, with the necessity induced by learning and the local culture is required.

Any food allergy must be reported to the school at the time of enrolment for the meridian break. **Any personal food intake is strictly forbidden.**

In the event of a health problem at home, the family will inform the school on the same day of the child's absence by telephone or by email. A sick child should not attend school. On the child's return, a note signed by the parents is given to the class teacher.

In the event of a health problem at school, the family is contacted using the contact details given in the information sheet. Each family must therefore report any changes in contact details as soon as possible.

The school does not have a school infirmary. First-line care for minor injuries is provided by one of the adults at the school. Most of the staff are first aid graduates. In the event of an accident or illness requiring an urgent medical consultation, parents are contacted after applying the safety protocol in force.

The school cannot be accused of having applied a protocol for which each family agrees at the time of enrolment.

All medication must be accompanied by a doctor's prescription. All medication must be hand-delivered to the school principal. In case of chronic illness, an individualized welcome project will be set up and any regular medication taken will be the subject of a written protocol.

### **c. Physical security**

Violent behaviour, games or dangerous objects are not allowed on school premises.

Children who injure themselves, even slightly, if they are not seen by an adult in the school, must inform one of them immediately. The school has first-aid kits and an organized protocol for responding to emergencies or providing care. A specific record is kept of the care and emergency measures taken.

The school has established safety and evacuation/confinement measures and fire drills are held three times a year.

Accident insurance covering the activities planned by the establishment is taken out by the establishment. This insurance covers the children (bodily injury only) on their way from school to home provided that the law is respected in case of motorization (personal insurance,

driving license, wearing helmets, etc. ...).

REMINDER: Parents are not allowed to move freely in the school. They must identify themselves by presenting themselves to the management outside of entry and exit hours.

#### **d. Confidentiality and moral security**

10

Any private comments or information about families that may be known to the members of the educational team, the members of the management committee or the members involved in working committees for the development of the establishment are strictly confidential. The e-mail addresses of the families are distributed to the parent representatives of the various bodies within the school. They may not be used by parents for any purpose.

Any violence, behaviour, gestures or words that would show indifference or contempt towards the pupil or his/her family by the staff is forbidden.

Pupils and their families must also refrain from any behaviour, gesture or word that would undermine the dignity of the function and the person of the members of the teaching or non-teaching staff.

The wearing of signs or clothing by which pupils conspicuously manifest a religious affiliation is prohibited.

In general, each member of the educational community, teachers, supervisors, parents and pupils shall undertake to show mutual respect. Families among themselves are also subject to the duty of cordiality required by belonging to a school community. Any difficulties of any kind must be resolved with sufficient distance.

Apart from occasional festivities, end-of-period celebrations or special events, parents are not allowed to photograph, film or record other than school activities or moments of school life within the school premises featuring anyone other than their children. In all cases, the image rights authorisation signed by the families at the time of enrolment is restricted to the communication media of the school and its steering bodies.

#### **e. Belongings**

It is requested that no valuables other than the requested material be brought to the school for educational use.

The use of mobile phones, tablets and other electronic devices is forbidden on school premises. Telephones are tolerated, from cycle 3 onwards, on condition that they remain switched off and not visible throughout the school day (including breaks and meridian breaks). Any use will result in confiscation by school life. In case of confiscation, the legal guardians will be summoned and the confiscated telephone will be handed over to them.

Toys of any kind are forbidden. The school provides the students with all the necessary material, whether they are in free time, in activity or learning.

The school cannot be held responsible for the loss or damage of personal equipment left

at the school outside school hours: in the evening, at weekends or during holidays (bicycles, computers, ...).

From cycle 3 onwards, each pupil has a lockable locker in the school premises with his/her name on it. He/she must use it to store his/her personal belongings remaining at school, in particular the computer requested from CM1 onwards.

## **f.Independence-Responsibility-Initiative of Older Students**

11

The collective right of expression of pupils of school age to formulate an opinion on their school life and its organisation is exercised through pupil councils from cycle 3 onwards.

An exceptional pupil council may be requested by pupils.

Pupils' rights and the conditions for exercising these rights are discussed during the classroom and are the subject of regular discussions between teachers and pupils.

## **4.Breach of contract**

Enrolling in the EFLP requires each family to respect the timetable, to attend class regularly and to participate in all activities organized by the school during school time.

Breaches of the school's internal rules and, in particular, any attack on the physical or moral integrity of other pupils or teachers/supervisors may give rise to sanctions which are brought to the families' attention. Preference shall be given to educational measures of an individual nature, which shall be explained and graduated according to the seriousness of the misconduct. Under no circumstances may measures be taken that could be detrimental to school work or be confused with a school-type exercise.

In the event of serious misconduct, parents, children and teachers shall be brought together to obtain recognition of the misconduct and possibly agree on compensation.

A decision of provisional exclusion may be taken by the Director of the school after an interview with the parents. In this case, frequent contact must be maintained between the parents and the teaching team so that the pupil can return to school as soon as possible.

## **Rules of Procedure adopted by the school Board on 19 november 2020.**

## APPENDICE – Contacts 2020-2021

<b>Urgencies</b> <b>Absences</b> <b>Delays</b> <b>Behavioural</b> <b>General school life issues</b>	<u>Direction</u>	Delphine BELLIER	020 28 169 076	delphine.bellier@ef-lp.org
		Land line phone	071 21 10 67	info@ef-lp.org
<b>Urgencies during</b> <b>Midday break</b>	<u>Midday break</u> <u>manager</u>	Kamchan PIMALAI	020 95 779 737	kamchan.pimalai@ef-lp.org
<b>Association of parents</b>	<u>President</u> <u>Secretary</u> <u>Tresorear</u>	Tara GUJADHUR	ape-president@ef-lp.org	
		Nathalie POULIOT	<a href="mailto:ape-secretaire@ef-lp.org">ape-secretaire@ef-lp.org</a>	
		Henri-Pierre LEVEILLARD	ape-tresorier@ef-lp.org	
<b>Tuition and payment</b> <b>issues</b>	<u>Financial</u> <u>operator</u>	Saithong SITTHISSAY	scolarite@ef-lp.org	
<b>Suggestions/request on</b> <b>general school life issues</b>	<u>Representative</u> <u>parents</u>	UNIT 1: Marion SICARD	sicardmarion@hotmail.com	
		UNIT 2: Sharon HUTSON	shutsons@gmail.com	
		UNIT 3: Dominique MATON	domaton12@gmail.com	