

Extract from the Internal Rules

Primary School / School year 2022.2023

1. Terms of Operation:

Schedule: Children attend classes 26 hours per week.../...

	Maternelle (Preschool)		Elementary	
Monday	8.00 - 11.30 a.m.	1.30 - 3.30 p.m.	8.00 - 11.30 a.m.	1.00 - 3.00 p.m.
Tuesday	8.00 - 11.30 a.m.	1.30 - 3.30 p.m.	8.00 - 11.30 a.m.	1.00 - 3.00 p.m.
Wednesday	8.00 a.m - 12.00 p.m.		8.00 a.m. - 12.00 pm	
Thursday	8.00 - 11.30 a.m.	1.30 - 3.30 p.m.	8.00 - 11.30 a.m.	1.00 - 3.00 p.m.
Friday	8.00 - 11.30 a.m.	1.30 - 3.30 p.m.	8.00 - 11.30 a.m.	1.00 - 3.00 p.m.

Absences and delay: Any absence must be justified in writing by the pupil's parents or legal representatives.../...

Welcoming: Pupils are welcomed by supervisory personnel in the morning from 7.30 a.m. (on the sports field for pupils from CP to CM2; in front of the classrooms for Maternelle pupils) and in the afternoon by teachers from 1.00 p.m. in elementary schools and 1.30 p.m. in Maternelle. Pupils are under the responsibility of the teachers at the start of lessons. Recesses are scheduled every morning from 9.50 a.m. to 10.10 a.m. for elementary pupils and PS/MS classes and from 10.00 a.m. to 10.20 a.m. for GS classes.

Lunch break: Pupils are either enrolled in the school catering service or picked up at 11.30 a.m. by their parents or a designated responsible adult to have lunch outside. They must return at 1.00 p.m. for elementary pupils and 1.30 p.m. for nursery pupils.

Child-care service, is included in the school fees, is provided every day (except Wednesday):

- From 3.00 p.m. to 3.30 p.m. for elementary school pupils,
- From 3.30 p.m. to 4.20 p.m. for Maternelle pupils.

For elementary pupils who are not enrolled in extracurricular activities, parents will be able to pick up their children at

- From 3.00 pm to 3.10 p.m. **or** at 3.30 p.m.

For Wednesdays, there are two possibilities for pupils not enrolled in extracurricular activities (Maternelle and Elementary):

- Childcare service from 12:00 noon to 12:30 p.m. (free) and from 12:30 p.m. to 13:00 p.m. (charged),

or

- Registration for the school canteen service (to be picked up at 1.00 p.m. by parents).

The **Activités Pédagogiques Complémentaires** (APC, *Complementary pedagogical activities*) are proposed by teachers to certain pupils by period and are subject to parents' agreement. The weekly duration is one hour maximum. The APC take place during one of the following time slots.

	Maternelle	Elementary
Tuesday	from 1.00 p.m. to 1.30 p.m.	from 3.00 p.m. to 3.30 p.m.
Thursday	from 1.00 p.m. to 1.30 p.m.	from 3.00 p.m. to 3.30 p.m.

.../...

Extracurricular activities are managed independently. The school is only responsible for the pupils who attend the activities as scheduled; the instructors are responsible for the proper running of the activities. We kindly request parents to be on time to pick up their children at the end of the activity, with the person in charge.

Enrolment/Radiations: see Internal Regulations available on request.

2. Parent-teacher relationships:

At the beginning of the school year, meetings are organized in each class during which the teachers introduce the objectives and projects of the current year... Each pupil has a **parent-teacher contact book** which gathers information and documents related to the school life and the class. This book should be consulted and signed regularly... It can be used to request an appointment with the teacher and to request permission for absence.

In Elementary school, results from assessments appear in an assessment report which is handed over to each parent and requires their signature to certify that it has been received.../... For pupils in Maternelle, the « follow-up notebook » is given to parents at least twice during the school year.

Teachers, the school Director and the Headmaster remain at the parents' disposal for any clarifications which might be required out of eaching hours, only on an appointment (except in the case of an emergency) .../...

Parents are involved in the school life thanks to their **representatives** in the management committee, school council and school board. The **primary school project**, which is part of the global school project, gathers actions and projects across all levels in order to develop a consistent educational policy over three or four years. It is presented, discussed and voted by the school council and school board.

3. Principles of respect for the rights to education, hygiene, health and security

Education and schooling: The school endeavours to maintain a qualitative education. Most of the teachers are certified by the National Education; programs and objectives provided by the National Education are adhered to. Absent teachers are replaced as far as substitute teachers can be recruited. If required, pupils are allocated to other classes. Each, parent, teacher and pupil, must respect timing and be punctual.../... Each child benefits from school stationery and required material provided by the school. For security reasons, we kindly request pupils not to carry money or valuable belongings at school.

Health, hygiene and cleanliness:

The school premises are kept in a suitable state of cleanliness. Drinking water is available to children who are required to bring a flask to school, as the school no longer provides cups for hygiene reasons.

Children should come to school in an appropriate state of health and cleanliness, with proper and comfortable clothes, closed shoes or sandals (flip-flops are not allowed). Parents will ensure that their children do not attend school if they are not healthy enough to work.

Children are allowed to bring a snack for morning recess (in Maternelle, fruit, dried fruit or yoghurt; in elementary school, fruit or dried fruit, cereal bars). Reminder: Chewing gum, candy, sweets, chips, dried pasta, sodas or other sweetened drinks are not allowed on school premises.../...

In case of a health problem in the family, the school should be informed the same day, by phone 021 260 926 or by e-mail vie.scol.prim@lfiv.org ou secretariat.primaire@lfiv.org.../... First aid is administered by the Asem (teachers assistants), the school life supervisor or any person certified in first aid. The school nurse is present at defined times, for targeted interventions in classrooms and for emergencies. In times of accident or illness requiring medical consultation, parents will be contacted and referred if necessary. In case of a critical emergency, or if the parents are unreachable, the school will contact "Vientiane Rescue".

If a known health problem or an allergy requires taking medication within the school on a long period of time, a *Projet d'Accueil Individualisé (PAI, Individualised support plan)* will be set up. For safety purposes, pupil is not allowed to carry any medication.../... Nurse screening visits will be organised for the CP and CE2 classes.

Physical and mental health safety:

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

In elementary school, balls lent by school and small yard games (spinning tops, cards, toy figurines) are tolerated during recess.

.../...Use of mobile phones or other electronic communication equipment (connected objects) by a pupil is prohibited in schools. Pupils must refrain from any behaviour, gesture or word in any manner which could cause harm to an adult, be it in her/his duty or as a person, or to any of their classmates. No violence can be tolerated, in whichever form it may take (assaults, threats, bullying, extortion, ragging, harassment...).

Three fire drills are held during the school year. The Plan Particulier de Mise en Sécurité (PPMS, *Specific purpose plan for security*) in case of major risk is the subject of two exercises per year. The school has an insurance policy which covers all the activities planned by the school.

Parents of Maternelle's children drop and pick them up from the classroom at the established times. They must wait for their children in front of the classroom doors (and not in front of the windows) and must remain discreet to avoid disrupting the proper running of the classes. Parents of elementary school pupils are not authorized to enter the classroom areas during classes: they drop and pick up their children in front of the entrance hall.

Children are under the full responsibility of teachers during the class time and the time of activities organized by the school, except in case of special exemption. Access to the school is under constant monitoring by school employees when pupils are present, either to avoid unsupervised pupils leaving the school or potential intrusions. Pupils' parents are not authorised to circulate freely in the school. They and all visitors must identify themselves to the school security guard in order to receive the required authorisation for their visits (entry pass).

The family is responsible for the child outside of the school time and extracurricular activities, especially during entries and exits. In order to limit hazards, parents must pay a special care to road safety during classes admissions and exits.

It is strongly advised to parents who are driving:

- not to disturb the traffic on Thadeua road;
- to always keep zebra crossings free;
- to pay strong attention to each movement happening between school children and road traffic.

It is reminded that the inside parking is reserved for school staff. No pedestrians are allowed to cross it.

Privacy and integration:

Private information about families (including addresses and phone numbers) which could be accessible by the teaching staff due to their duty, remain confidential.../...

4. Respect for the educational community:

Pupils and their families must abstain from any behaviors, acts or words which would harm the dignity of the teaching staff, be it in their duty or as an individual. Likewise, pupils and their families commit to a mutual respect within the educational community.

The teaching staff must abstain from any violence, behaviors or words which could translate into indifference or disdain towards pupils or their families.

In compliance with the article L141-5-1 from the Education Code, the wearing of symbols or clothing by which pupils conspicuously indicate their religious belief is prohibited.

Failure to respect the school rules:

A distinction should be made between measures to be taken due to a lack of diligence or school work, which are under the educational responsibility of teachers, and measures to be taken due to a behavior harming the general school's life.../...

In case of serious misconduct, the parents and the child are called together by the teacher along with the school Director or Headmaster in order to acknowledge the fault and its consequences, and to accept the potential repairs.

Document approved by the school board on the 14th of November, 2022

Seen and acknowledged,

Parents,

Pupil,