

The team of European School teachers have worked together to produce this Classroom Protocol which is a list of information about the day to day running of the classes at the PACA International School in Manosque. This is in keeping with the whole school policy and the strategic plan of the International School to incorporate the educational practices of other countries in the ITER agreement and to respect the educational practices of the host country, France and of the European Schools. This protocol is an example of the harmonisation of teaching and learning practices that takes place at the International School. Parents are asked to read through it with their child and to both sign it. It is then be glued into the Carnet de Correspondance for reference whenever necessary.

The Carnet de Correspondance and Pronote are the main methods of communication between school and parents. Please look at them regularly and ensure the details are correct.

We hope to work together with students and parents to make a happy, harmonious and congenial learning atmosphere for all at the International School where we can all achieve our very best.

Classroom Protocol Secondary School Classes

A. Homework

Teachers will be strict about homework deadlines and will apply the homework policy. Students are expected to do their best and complete homework on time to the best of their ability. Obviously there will be times that deadlines cannot be met, but these should be kept to a minimum and it is the student's responsibility to communicate with the teacher in this case. Late homework, in some cases just before the end of the marking period is unacceptable as it is unfair to other students and to the teachers.

1. Late Homework

1st Instance of late homework:

- A note will be written in Carnet de Correspondance and on Pronote (observations), as well as a message to parents

2nd Instance (and future instances):

- A note will be written in Carnet de correspondance and on Pronote (observations), as well as a message to parents
- Detention in a free period with the teacher to complete and hand in the missing homework. This is non negotiable and except for in exceptional circumstances (forces of nature for example), non justified absence from the detention will result in a report and eventually a sanction which could be an official notice which stays in the student's file.

Repeated late homework will affect the marks of the student

2. Homework Policy

For Classes S1, S2, S3 Maximum homework set per week

Maths	English	French	L3	History	Music	Geography	Ethics	Integrated Sciences	ICT	Art
1.5 Hours	1 Hour plus extra reading	1 Hour plus extra reading	1 Hour	30 mins	30 mins	30 mins	30 mins	1 Hour	30 mins	1 Hour

Total per week: 8.5 hours homework

For Classes S4, S5 Maximum Homework set per week

Maths	English	French	L3	History	Geography	Ethics	Music	L4	Physics	Chemistry	Biology	Art	ICT
2 Hours	2 Hours plus extra reading	1.5 Hours plus extra reading	1 Hour plus extra reading	1 hour	1 hour	30 mins	2 Hours	1 hour plus extra reading	1 hour	1 hour	45 Mins	2 Hours	1 hour

Total per week: 15.25 hours homework

For Class S6 Maximum Homework set per week

L1 English	L2 French	Maths	Ethics	Biology 2	History 2	Geography 2	Philosophy 2	L3	Geography 4
2 Hours plus extra reading	2 Hours plus extra reading	2 Hours	-	45 mins	1 hour	1 hour	1.5 hours	2 Hours plus extra reading	90 mins
History 4	Biology 4	Art 4	Physics 4	Chemistry 4	L4	Higher Maths	Higher English	Higher French	Complementary Activities
90 mins	2 hours	3 hours	2 Hours	2 Hours	2 Hours plus extra reading	1.5 Hours	2 Hours Plus extra reading	2 Hours Plus extra reading	1 Hour

Total per week: ~15 hours homework (depending on options)

S7

L1 English	L2 French	Maths	Ethics	Biology 2	History 2	Geography 2	Philosophy 2	L3/ L4	History 4
3 hours plus extra reading	3 hours plus extra reading	2.5 hours	-	45 mins	1 hour	1 hour	1.5 hours	2 hours plus extra reading time	2 hours
Geography 4	Biology 4	Physics 4	Chemistry 4	Higher Maths	Higher English	Complementary Activities			
2 hours	2 hours	2.5 hours	2.5 hours	1.5 Hours	2 Hours Plus extra reading	1 Hour			

Total per week: ~18 hours homework (depending on options)

B. Start of Lessons

- Students are to line up outside the classroom quietly until teacher arrives in their masks.
- They will then enter the room quietly and sit down when they are told and they are quiet.
- Coats or other outside clothing should be removed.
- They should immediately get the required equipment for the lesson out of their bags so the lesson can start promptly.

- Timekeeping is the responsibility of the student (i.e. Checking the time and being in the right place at the right time)
- The procedure for lateness will be followed (written in carnet de correspondance and the student must go to the vie scolaire before going to the class)
 - The student will be asked for the reason for lateness, acceptable reason for lateness to class are:
 - At the beginning of the day: transport problems
 - Any other time: Illness, an appointment outside of school, being somewhere else in school with a valid reason
- Three or more lates will result in a detention organised by the teacher.

C. Equipment

If a student has no equipment for the lesson:

1st instance:

- A note will be written in the Carnet de Correspondance, on Pronote (observations) and the parents contacted. To be read and signed(acknowledged) by the family

2nd and future instances:

- A note will be written in the Carnet de correspondance and on Pronote (observations) to be read and signed(acknowledged) to be read and signed by the family
- A detention organised by the teacher will be arranged to do either extra work or to help the teacher.

D. Expected Conduct during lessons

- **Mobile telephones are prohibited inside the school grounds.** iPods, Phones, etc must be switched off and put away before entering school or they will be confiscated and kept in the safe in the CPE's office. They can only be collected by parents.
- Students are not allowed to play music during lessons. Any music played on the school premises must be at a respectable sound level so as not to disturb others.
- No food, drink or chewing gum is allowed in the lessons. A bottle of water will be tolerated.
- Students are not allowed to leave the classroom during lessons, unless there are exceptional circumstances (to go accompanied to the nurse), as there is plenty of time between lessons to go to the toilets or to eat or drink.
- Students should have an appropriate attitude which includes:
 - Being alert and focused on the task
 - Listening to the teacher instructions
 - Talking only about work
- Students should wear appropriate and decent clothing.
- Students should respect the school buildings and materials (tables, chairs, pillars, walls) accordingly. There must be no drawing or writing or any other type of graffiti at any time.

E. Classroom Management

- Students should help each teacher or member of staff to ensure the classroom is ready to use for the next lesson. This includes checking the state of the tables, the chairs, the computers and putting any rubbish in the bin. We should all be able to leave a room in the state we found it out of consideration for all.

F. Absences

- In case of absence, it is the responsibility of the student to catch up the notes from the lesson and to check the cahier de textes for the homework. Homework is still expected to be handed in on the deadline set for the class.
- If a student is experiencing difficulties due to an absence, it is their responsibility to seek help from the teacher as all homework is expected on time for the progression of the student.
- Tests organised by teachers are compulsory. The teacher will organise a second date for the test following an authorised absence. Three non authorised absences will result in a letter home and could affect the mark of the student.
- In accordance with the rules of the European Schools, students in classes S4-S7 must be present for the end of semester exams. The School Director must be informed immediately of any absence from an exam. Any absence must be justified with a medical certificate or other official notice. Failure to produce this certificate will result in the absence being unauthorised and the student will receive a zero. Authorised absences from exams will result in the teacher rearranging the exam for another time during the exam period.