



Primary / Nursery School Rules

Nursery school

School enrolment is compulsory from the age of 3, and implies a commitment on the part of the family to good attendance. Children born before December 31 of the current school year can be enrolled in nursery school.

To be admitted to school, children must be toilet-trained (no longer wearing diapers and able to ask to go to the toilet).

Primary school

Regular attendance at primary school is compulsory.

1. Attendance

The school opens its doors in the morning, from 8 :20 AM to 8 :30 AM and in the afternoon, from 1 :20 PM to 1 :30 PM.

The weekly attendance at nursery and primary school shall be for a duration of 24 hours. For the proper functioning of the school, school hours shall be strictly respected. Any lateness or absence will be recorded on Pronote. Students are considered late if they arrive after the main gate has closed.

Furthermore, in order to maximize the security measures in the school and to minimize the disruptions once classes have started, the late comers are taken care of by a teacher and a member of the city hall staff as early as 8:30 in a room near reception. They are then taken to their classroom all together at 8:45.

In the event of absence, parents must inform teachers and the school management (ce.0040544v@ac-aix-marseille.fr) of the reason by e-mail within forty-eight hours, and provide a medical certificate if necessary (in the case of contagious diseases).

The school and teachers must also be informed of any foreseeable absence, even for half a day. If a parent collects their child during the day, they must go to the reception and sign a waiver for early departure.

If the child is collected during a school outing, the parents must sign a liability waiver.

In the event of repeated unjustified absences, the Director will vigilantly apply the provisions of article [L. 131-8 of the Education Code](#).

After four half-days of absence without legitimate reason or valid excuse during the month, the Director will refer the matter to the DASEN under cover of the Inspector.

Parents are responsible for keeping their contact details up to date on Pronote; in the event of a change of residence, email or telephone number, they must notify the school immediately.

No change of section can be made before the end of primary school.



2. Timetable / School timetable

Nursery School

For arrival at school between 8:20 and 8:30 am and between 1:20pm and 1:30pm, children from maternelle shall be accompanied directly to the entrance to their class or to the school playground (where the children will be received if the weather permits). For collection at 11:30 and 4:30 pm, children shall be retrieved from an established location.

On Mondays, Tuesdays, Thursdays and Fridays, the school is responsible for a pupil from the time they are left by their parents with a responsible staff member up to the moment when the pupil is returned to their legal guardians or to the people authorized by them as specified in the following table :

| From | To | Place where the child is taken charge of or given back to the parents | Staff on duty, taking charge of the child or giving them back to parents |
|--------------------|--------------------|---|--|
| 7:30 | 8:10 | Nursery School child care service | Town hall staff in charge of the Nursery school child care service |
| 8:20 | 8:30 | Nursery class | Teacher responsible for the class |
| 8:30 | 8:40 | Reception at the entrance to EIPACA | Duty staff |
| 8:40 | 11:30 | Reception at the entrance to EIPACA | Staff sent to reception by the Director of the Primary School |
| 11:25 | 11:30 | Nursery school gate | Teacher responsible for the class |
| 1:20 _{pm} | 1:30 _{pm} | Nursery school gate | Teacher on duty at the gate |
| 1:30 _{pm} | 4:30 _{pm} | Reception | Staff sent to reception by the Director of the Primary School |
| 4:25 _{pm} | 4:30 _{pm} | Nursery Class | Teacher responsible for the class |
| 4:30 _{pm} | 6:15 _{pm} | Nursery School child care service | Town hall staff in charge of the nursery school child care service |

Primary School

For arrival at school between 8:20 and 8:30 am and between 1:20 and 1:30 pm, children are to be left at the main gate, they walk up the main aisle to the playground where they may play until the bell rings.

For exit at 11:30 am and at 4:30 pm, children will be brought back to the main gate by their teacher, and leave only with their parent or designated collector.

For safety reasons, parents are not allowed on the school premises and must wait on the sidewalk.

The school is not responsible for the pupils after the end of school (circulaire n° 97-178 du 18 septembre 1997).

With the exception of students enrolled in APC (complementary educational activities), no students are accepted before 1:20 p.m.



On Mondays, Tuesdays, Thursdays and Fridays, the school is responsible for the pupil from the time they are received and let go according to the timetable below:

| <u>From</u> | <u>To</u> | <u>Place where the child is taken charge of or given back to the parents *</u> | <u>Staff on duty, taking charge of the child or giving them back to parents *</u> |
|----------------|----------------|--|---|
| <u>7:30</u> | <u>8:20</u> | Elementary School child care service | Town hall staff in charge of the Elementary school child care service |
| <u>8:20</u> | <u>8:30</u> | Main gate | Director or Teacher on duty at the gate |
| <u>8:30</u> | <u>8:40</u> | Latecomrs : at the reception | Duty staff |
| <u>8:40</u> | <u>11:30</u> | Reception at the entrance to The elementary gate | Call from the reception to the primary director |
| <u>1:20 pm</u> | <u>1:30 pm</u> | Main gate | Teacher on duty |
| <u>1:30 pm</u> | <u>4:30 pm</u> | Reception | Call from the reception to the primary director |
| <u>4:30 pm</u> | <u>6:15 pm</u> | Elementary School child care service | Town hall staff in charge of the Elementary school child care service |

*In the Elementary School, the teachers accompany their class to the main gate, there is no obligation to ensure that the child is picked up by an authorised adult. However for the Elementary School Child Care service the child must be handed over to the duty staff by the parents and the collected by them at the end of the day. The School is not responsible for Primary school children present in the grounds of EIPACA but not taken into care as specified above.

3. Movements

a. Identification of adults on school premises

In the interest of ensuring the security of the school community, parents of pupils in EIPACA – or the people they have authorised to drop off and collect their child – must be identified by **a badge which should be clearly displayed during the time they are in the school grounds.**

This badge may be permanent (provided for the school year by the school secretary) or temporary (provided by reception upon presentation of a national Identity Card, passport or driving licence).

b. For the children

Children should walk two by two in and around school buildings and in silence so as not to interfere with other students in their classrooms.

When travelling by public transport: children must comply with the safety instructions given by teachers (i.e. use seat belt if available, do not stand up before the teachers give permission, do not leave bags in the aisle...). School rules also apply during field trips.

c. Way out for the Elementary School pupils

A corridor is marked out by barriers in the main aisle. Maternelle parents will use the section alongside the canteen to enter and exit and will not linger. The section alongside the administration building is reserved for outgoing classes.



4. School Life

a. Behaviour

Pupils and their families shall not exhibit any behaviour or gestures that would affect any person, any pupil or his/her friends. Similarly, a teacher shall not exhibit any behaviour or gesture which shows indifference or disregard to a pupil or his/her family, or which would be likely to offend the sensitivities of the children.

b. Bullying

Bullying as defined by the law n° 2022-299 du 02-03-2022) of any kind [i.e. deliberate hurtful behavior, repeated over a period of time against the same victim(s)] will not be accepted in our school. If bullying does occur, the incident will be dealt promptly, with discernment and efficiency, within the framework of the national anti-harassment program, pHARe, by the school's referent adults, mandated by the French Ministry of Education and the school. An e-mail address is available for families to report bullying : racyn.phare@gmail.com

c. Clothing

Pupils must wear suitable practical clothes, adapted according to their activities and the weather (e.g. wear a cap in the summer). All clothing must be named.

At the end of the term, any clothes not collected will be donated to charity.

For safety reasons, jewelry is strongly discouraged and forbidden for sports classes.

For sports classes, sportswear is required: sneakers, sportswear, hair tied back, water bottle and cap.

d. Damage

Repair may be sought from the pupil or their parents for any deliberate damage (e.g. clean graffiti off a table). If the damage is deliberate, a contribution may be sought from parents.

If this damage is accidental, it will be rectified by the school.

e. Collation

According to the law, children will not be allowed to have food in their bag. They could have a snack at the first break (10:00) made solely of fruits and/or dairy products.

f. Sanctions

School is a vital form of social interaction for children: everything will be done to foster positive social interaction during this period. For this reason, if a child does not respect the rules mentioned in paragraph 4 (« School life »), he may be temporarily separated from others and isolated for the time required to adopt an appropriate social behaviour. During playtimes children will at no time be left unattended.

If the behaviour of a child seriously disrupts the proper functioning of the school and cannot be dealt with within the school community, the situation will be subject to the review of teaching staff and if necessary the school management.



Teachers shall ensure that everyone in their class abides by the school rules. They regularly discuss events with the after-school care manager.

Sanctions vary depending on the situation, for instance:

A. The child shall be asked to apologize and shall be reminded of the rules by a teacher (in his/her best language).

(The victim of the offence should report the facts to his/her class teacher, in addition to the one who was present in the playground)

B. Temporary isolate the pupil from his/her fellows in a corner of the playground or in another class

C. a. Ask the pupil to make a drawing or a written request of apologies (e.g. an explanation of why the problem happened and how it could have been avoided).

b. Give the pupil an additional written piece of work in line with current learning

D. Give the pupil a chore (example: collect rubbish in the playground).

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5. **Self-discipline**

A simplified set of rules (règlement de « l'élève ») shall be read and if possible, signed by the children (according to their age).

6. **Half-board**

For registration to the school restaurant, parents should contact the international school (Financial department.) Half-board students must comply with the Town Hall services rules.

7. **Assessment**

The school year is divided into two periods at the end of which a report containing marks / performance assessments will be given to parents via Pronote.

Assessment is based on the knowledge and skills set out in the curriculum. For the French curriculum, the end-of-cycle expectations provide teaching teams, students and their families with the benchmarks they need to assess the degree to which knowledge and skills have been acquired, and the progress made by each student over the course of the cycle.

8. **Procedures relating to treatment and emergencies**

The Nurse's office is a place for support, listening and health care services.

Reception at the Nurse's office :

- During classes

In the case of an urgent need and with the teacher's agreement, the sick child will leave the classroom accompanied by a classmate assigned by the teacher or the assistant (ATSEM) and go to the office of 1er degree director who will then look after the child. The person accompanying the child will then return to the classroom. Depending on the gravity of the situation, the director will make sure the nurse is on duty and either accompany the child to the infirmary or ask the nurse to come and examine the child.



- During recess time or breaks

The teachers on duty will look after the child. In the case of an urgent need, they will accompany the child to the office of 1er degree director who will then look after the child according to the procedures stated above.

Nurse's decision :

The nurse will decide if the sick child should return to the classroom, accompanied by the director of 1st degree or by the nurse. Depending on the situation, the family may be notified to pick up the child. If this is the case the family will be required to sign a departure permission slip at the reception.

In case the nurse is absent :

The 1st degree director who is looking after the child will then decide how to proceed, and if necessary contact the emergency number: 15 for medical advice. Depending on the situation, the family may be notified to pick up the child. In this case the family will be required to sign a departure permission slip at the reception.

Medication :

Please remember that for security purposes it is strictly forbidden to carry or use medication while on school grounds. Concerning chronic diseases it will be necessary to set up an IAP (Individualized Accommodation Plan) at the parent's request. If possible, please avoid the use of medication during school hours. In the case of a onetime medical treatment, the family must leave the prescribed medicines with the nurse along with the doctor's prescription.

Medical Emergencies :

If illness or accident occurs at school, the family will be notified. In urgent situations, or if families cannot be contacted, the student will be accompanied to the appropriate place of treatment by competent staff and services.

PAI: Families must update their child's PAI at the start of the school year (new prescription, medication still valid, file completed) or complete a file for a new PAI.

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9. Communication

With the school

Families are invited to use teachers' professional e-mail addresses to communicate with them, in particular to request an appointment and to report an absence by copying the school (ce.0040544v@ac-aix-marseille.fr).

Likewise, any communication on social networks is the responsibility of the account holder: any contempt or threat on these spaces is punishable by law if committed against an agent in charge of a public service mission.

Posting photos or videos on the Internet implies respect for image rights: families are not authorized to take photos or film their children or classes on school premises.



With the after-school program

Pupils are under the responsibility of DLVA during extra-curricular hours, which are as follows: 7.30am - 8.20am; 11.30am - 1.20pm; 4.30pm - 6.15pm. The director of the extracurricular program is Estelle Dubus; she can be contacted by e-mail: edubus@dlva.fr

DLVA has drawn up specific rules and regulations for the extra-curricular activities, as well as a pedagogical project.