

CODE OF BEHAVIOUR

Introduction

The primary school must provide everyone with the opportunity to work in peace, quiet and respect. This cannot be achieved without the continuing co-operation of all those who share in the life of the primary school. The primary school rules are intended to remind us of our responsibilities as members of this school society.

Admission to kindergarten from 3 years old – must be potty trained.

Arrival & Departure

Teachers will be available to supervise pupils 10 minutes before the start of the classes in the morning (i.e. from 8.15 am.). These same teachers will be available to supervise pupils for 10 minutes after classes in the afternoons (i.e. 2.50 pm on Mondays, Tuesdays, Thursdays and Fridays and 12.35 pm on Wednesdays) and will not supervise pupils outside of these times.

School hours for classes from Petite Section to Cours Moyen 2

- 8.25-2.40: Mondays – Tuesdays – Thursdays – Fridays
- 8.25-12.25 on Wednesdays
- Religion classes will take place on Wednesdays after class from 1.00 pm to 2.00 pm

Arrivals

Parents may not accompany their children into the primary school building, except in the case of the first-year Kindergarten children (Petite Section). Children from all other maternelle classes will be brought by their parent or guardian to the blue door near the gymnasium where the teacher or assistant on duty will supervise them.

The doors of the primary school will be closed at 8.30 am. Any person wanting to enter the primary school between the hours of 8.30 am and 2.40 pm will have to ring the doorbell and announce themselves to the office. If pupils are late (which is expected to be unusual) their parent or guardian should accompany them to the secretary's office where they will receive a 'late note'.

Departures

Teachers will bring the pupils to the relevant entrance where parents/guardians can collect them, being:

- the outside door of the MS classroom for the PS/MS and MS Maternelle classes, the outside door of the MS/GS for that class and the side entrance between the PS classroom and the staff room for the GS maternelle class.
- main entrance door for CP & CE1
- the side entrance door for CE2, CM1, & CM2

Parents are requested to wait for their children outside the primary school building.

The teachers will not allow any pupil to leave alone unless the parents have notified the secretary's office in advance in writing. Any child who has not been collected after school will be taken to the Garderie and the parents will be invoiced at the occasional garderie rate.

The pupils who take part in after-school sports and activities will be collected by the relevant teacher and/or the supervisor of the activity or the Garderie.

Parents are forbidden to park within the primary school grounds, which is for the sole use by personnel of all schools using the grounds from 8am to 5.30pm. In case of an accident or incident, it will be the full responsibility of the trespasser.

Recreation

Out of respect for classes who are still working, all pupils going to the recreation yard will be led by their teachers, in a quiet and orderly manner. Each child is expected to be able to play in the yard without causing harm or hindrance to others. Footballs are forbidden in the yard, in the morning before the 10 o'clock break, after this time, only soft balls will be allowed.

If it rains during breaks pupils should remain in their respective classes under their teacher's supervision.

Meals

Pupils are required to bring their own lunches, which they should eat in their classrooms.

Parents should ensure that the food is properly sealed in suitable containers and placed in a lunch bag or box. Lunch boxes, covers and lids should be properly labelled with the child's name to avoid confusion. Pre-prepared meals may be re-heated in the microwave oven facilities provided, but under no circumstances can they be cooked. On Wednesdays, all lunches should be cold. Supervisors will ensure that children eat in the best possible hygienic conditions and in a quiet atmosphere.

After-School Care ("Garderie")

The enrolment of your child in after-school care implicitly binds you to the rules and regulations: any child not picked-up by a parent or guardian after 2.50 pm will be automatically send to Garderie and the parents will be invoiced at the occasional garderie rate.

No child will be authorised to stay within the primary school grounds without supervision of a teacher or garderie personnel.

Punctuality & Attendance

Pupils arriving late disturb the teaching going on in the class and this results in a poor start to the day: good learning conditions depend on everyone's punctuality (from Petite Section to CM2). Any child arriving after 9.00am will be considered as absent (unless a medical document justifying an appointment during school hours is produced).

It is compulsory to attend all classes, except Irish and Religious Education, which are optional. However, attendance at all Irish and Religious Education classes is compulsory for those who opt to study these subjects.

All absences should be notified to the secretary by telephone on the day and explained afterwards in writing by the parents (by hand delivered note for short absences; by post for absences of more than 5 days).

The dates of school terms are provided at the beginning of each school year, and families must take all necessary steps to ensure that pupils are present throughout each term.

The primary school does not authorize extra school holidays and no special measures can be taken to assist parents who choose not to respect the primary school calendar as voted by the Conseil d'Etablissement ('School Council').

All absences are notified to the Irish Authorities and we remind you that repeated and/or unjustified absences may cause the Irish Social Services to carry out an enquiry within the family.

Any changes in the child's day-to-day timetable (earlier pick-up, person other than parent or guardian picking up the child, changes in garderie or after school activity inscriptions, etc.) should be notified in writing to the office by 11.00am at the latest on the same day. Any change received after that time will not be taken into account and the child/ren will stay in garderie until a parent or an authorised person (ref consent form) collect him/her/them.

If a child is to be collected from school during school hours a discharge is to be completed and signed at the office.

Penalties

Persistent lateness and indiscipline disturb the smooth running and endanger the equilibrium of the primary school and they will not be tolerated. Penalties will be imposed as follows:

Lateness: Pupils arriving after the doors have been closed will not be allowed into class without a 'late note' from the secretary. After 5 late notes, the pupil will receive a warning; after 3 warnings the pupil will be suspended for a day.

Misbehaviour: Any failure of discipline towards teaching, supervisory or other member of staff, which is judged to be serious by the staff member concerned, as well as any violent or dangerous behaviour towards a member of the primary school community will be reported and noted by the secretary. Parents will be notified by telephone and in writing. After 5 such reports, the pupil will receive a warning. After two warnings the parents will be called and the pupil suspended for a day.

Suspension days are intended to serve as a time for reflection by the pupil and his parents as to how he or she should behave while in school.

Bullying: Any persistent and premeditated act of violence and/or intimidation towards others will be dealt with in accordance with the « anti-bullying » procedural manual.

Security & Health

For the security, welfare and the protection of the sick child and out of respect for his/her classmates, parents and/or guardians have a duty towards the school community to keep the child home if he/she is unwell with contagious infections such as conjunctivitis, stomach upset, etc.

Teachers are not allowed to provide medical treatment. Medicines must be taken at home. However, in cases of long-term treatment, on provision of a doctor's certificate and a parental authorisation

allowing a specific school personnel to administer the medication, medication may be given to the teacher or the secretary and special arrangements made with the family concerned. Any pupil badly injured will be driven to the nearest hospital by emergency services and every effort made to contact the parents as soon as possible.

Parents should ensure that the primary school has a current telephone number where they can be reached in case of emergency

It is totally forbidden to bring dangerous objects onto the primary school grounds. Ball games are forbidden in the primary schoolyard except soft balls and only from the 10 o'clock break.

It is the responsibility of the teachers to ensure pupils are familiar with the procedure to be followed in the event of a fire. There will be three fire drills every year.

Any valuables (jewellery, mobile phone, electronic games...) are forbidden within the school grounds and during school trips. The primary school is not responsible for the loss or theft of personal property.

For hygienic reasons and due to the lack of stock, parents are advised to provide their child/ren with forks and spoons for use at lunchtime.

Correspondence Between School & Family

You will be informed of meetings/events/activities and changes in schedules by circulars given to families in the child's folder (Maternelle) or by email. It is in your child's interest that you read them attentively and that you return the folders and documents, if required, the following day.

Information meetings about the curriculum and class organisation will be set up in September. We highly recommend that you make every effort to attend.

A report will be sent to families at least three times a year. The 'Cahier de Vie' prepared in the Maternelle classes is an integral part of this process.

The teacher should be notified in writing of any problems or changes arising in the child's life that could affect his school work or attitude in class, in addition to requests for meetings or requests to leave school early.

Insurance

A compulsory insurance premium is included in all school fees.

School Life

Parents and teachers should refrain from mutual criticism in front of the children. The primary school should remain a place for personal development and instruction only.

Sanctions should be imposed in a context of respect for the child; parents should be notified of any sanction taken against their child and they should relay it to their child.

The primary school will not tolerate dangerous behaviour.

The primary school comprises of 3 distinct bodies each with separate functions:

- the “Conseil d’Ecole”, analyses and manages the pedagogical functioning of the primary school;
- the “Conseil d’Etablissement” analyses and manages the pedagogical functioning of the Lycée Français d’Irlande in its entirety (primary and secondary school); and
- the “Comité de Gestion” analyses and manages the financial situation of the Lycée Français d’Irlande in its entirety (primary and secondary school).

The participants in the primary school (teachers, pupils, parents, etc.) should respect a dress code appropriate to a school environment and avoid any misbehaviour that could reflect badly on the primary school.

The headmaster will be happy to arrange appointments to meet parents to discuss any difficulty or problem.

CODE OF BEHAVIOUR
APPENDIX A
SCHOOL TIMETABLE

In accordance with the Lycée Français d'Irlande's "Code of Behaviour" a teacher is in attendance at the school ten (10) minutes before the beginning of class and ten (10) minutes until the end of class.

Accordingly, while of course the school grounds will be open to the pupils, the school cannot accept responsibility for children arriving before the official opening of the school, or remaining on the premises after school, unless officially registered by the parents and/or guardian on the "garderie" school list.

The timetable is as follows:

The school will be open to receive pupils from	8.15;
Classes will commence at	8.25;
No pupil should arrive later than	8.30;
No pupil should stay on the school premises without supervision after*	2.50;
Classes will end on Monday/Tuesday/Thursday/Friday at	2.40;
And Wednesday at	12.25.

**Compulsory after school care enrolment if children are left on the school premises.*

Parents who wish to have their children picked-up from school by someone other than themselves, must give notice in writing to the office administration if this person is not on the consent form.

In the case of children travelling to and from school on their own, parents must give notice in writing to the office administration and the school cannot accept responsibility during the child's journey.

Date:

.....
Parent's Signature

.....
Pupil's Signature

**CODE OF BEHAVIOUR
APPENDIX B
ACKNOWLEDGEMENT**

Enrolment in the Kindergarten and Primary classes of the Lycée Français d'Irlande implies an unconditional acceptance of the attached rules.

I, the undersigned, Mr/Mrs/Ms:

Parent/Guardian of:

Class:

hereby declare that I have read and accepted the above rules.

Date:

.....
Parent's Signature

.....
Pupil's Signature