

**CODE OF BEHAVIOUR
OF THE LYCEE FRANCAIS D'IRLANDE
PRIMARY SCHOOL**

INTRODUCTION

The code of behaviour defines the rights and responsibilities of all members of the school community. It has been drawn up and adopted or amended in consultation with the teachers, the pupils and the parent representatives on the School Council and the members of the Board of Management of the Lycée Français d'Irlande.

The educational team of the Lycée Français cooperates with those of Hollypark Girls and Hollypark Boys Schools to create a European environment enriched by its differences.

The code of behaviour's only purpose is to remind the members of the educational team of the conditions necessary for studious endeavour, of the duty of mutual respect and of the organisation of school life as a whole.

The school must provide everyone with the necessary conditions to work in respect, peace and quiet. The code of behaviour is intended to remind us of our responsibilities and of the rules which govern our school community.

The journal/liaison folder as the means of communication between teachers, administration and parents is an essential part of your child's school life (as much as the school report). Your child should always have it in his or her schoolbag and should take care of it.

1. Hours

1.1 Class times from Petite Section to CM2:

Start of classes:

8.25: Monday, Tuesday, Wednesday, Thursday, Friday.

End of classes:

2.40: Monday, Tuesday, Thursday, Friday

12.35: Wednesday

End of after-school care and activities at 6.00 at the latest.

1.2 Office hours

The office is open to the public from 8:15 to 12:00 and from 13:00 to 18:00.

Everyone, whether visitor or parent, must ring the bell, identify themselves and explain why they are there by interphone before being allowed to enter the building.

No-one can be allowed into the building outside school or after-school hours without obtaining advance authorisation from the management or the Board of Management.

2. Going Into and Coming Out of Class

We would ask parents as far as possible to **avoid bringing in prams or scooters** when the pupils are arriving or leaving so as not to worsen the problems of crowding in the corridors.

Going in:

The teachers are there to supervise the pupils and ensure their safety from 10 minutes before the start of classes i.e. from 8.15 each morning.

Before 8.15 the children are their parents' responsibility.

KINDERGARTEN

- **For children in PS, MS and GS: take them to the classroom between 8.15 and 8.25, coming in through the blue door which is on the left when facing the main entrance**

Parents of children in kindergarten should leave their children with the teachers on duty and then leave the school grounds straight away.

JUNIOR SCHOOL

- **For children in classes from CP to CM2: take them to the entrance gate for pedestrians or to the barriers in the drop off area of the yard.**

The children's arrival at school should be calm: this is not a recreation time (no ball games, races...) If it is raining hard, take them to the classroom at 8.15 am.

No vehicle is authorised to park in the yard. Because of the traffic problems in Foxrock Avenue, parents are strongly recommended to park with due respect for local residents and to come to school on foot.

A drop off system for the primary school children is tolerated in the mornings from 8.15 to 8.25. Should there be an incident or an accident, the person who is at fault will be liable.

Leaving school – Kindergarten:

-Children in Grande Section and Moyenne Section whose classroom opens onto the little yard are collected outside the building in the little yard.

-Children in the other Moyenne Section class are collected at the door of their classroom.

-Children in Petite Section are collected at the outside door of the classroom (in the big yard).

Leaving school – Junior School:

The children are brought by class with their teacher as far as the door. The children who are enrolled for after-school care or activities go with the after-school supervision staff.

Children who have not been collected by 2.40 will go to after-school care **and their parents will be billed at the occasional rate.**

To authorise a child to leave alone or with someone other than his or her parents, it is essential to:

- Fill in the consent form and return it to the office at the start of each school year
- Or for one-off authorisations, give a written note in the child's journal to the teacher in the morning.

3. School Attendance

All subjects are obligatory.

Special cases:

Irish: some children (including non-English-speaking children) may get an exemption. Application should be made to the Department of Education & Science through the school administration.

An enrolment at the start of the year implies attendance at classes throughout the year.

3.1 Absences

All absences must be explained **IN WRITING:**

-For planned absences, by means of a note from the parents in the journal, before the absence takes place.

NB: holidays taken outside those established by the school calendar cannot be considered as a justified absence. The teachers are not obliged to prepare or give homework for a non-justified absence.

Furthermore, when a **child is collected during school hours**, a form discharging the school of responsibility must be filled in, signed and given to the office.

-For unforeseen absences (e.g. sickness),

- Short-term absence (one or two days): to be explained by means of an excuse in the journal to be given to the teacher when the child **returns** to school.

- Long-term absence (three days or more): to be explained by means of an e-mail to the office (primaire@lfi.ie) giving details of the nature and length of the absence.

NB: Contagious illnesses must be notified immediately and a certificate of non-contagion must be given to the office on the child's return.

In the case of a **long-term** absence, families should find out what work was done in class during the child's absence and can make an appointment to see the teacher.

If there are more than 20 days of non-justified absence, the Irish social services will carry out an enquiry with the family.

3.2 Lateness

Punctuality is essential. **Arriving late disturbs the children**, as a primary consideration, and the smooth running of the school.

KINDERGARTEN

Pupils arriving after 8.25 must be accompanied to the office by their parents for the lateness to be recorded. The secretary will give them a late note. They must then take the child to class and give the late not to the teacher.

JUNIOR SCHOOL

Pupils arriving after 8.25 should be brought to the front door by their parents, who should ring the bell and identify themselves. The pupils then goes to the office for the lateness to be recorded in their journal before they go to class.

4. Recreation

Recreation times are:

-Kindergarten: 9.55 to 10.15 and 1.30 1.50

-Junior School: 10.20 to 10.40 and 12.50 to 1.10

Each class will go to the yard accompanied by their teacher quietly and peacefully. No child may stay in class during recreation times.

For everyone's safety, only foam balls are permitted.

When it is raining, the pupils stay in their class supervised by their teacher.

5. Meals

There are two lunch services on Monday, Tuesday, Thursday and Friday:

-1st service: kindergarten classes from 11.30 to 12.15

-2nd service: junior classes from 12.15 to 1 o'clock.

On Wednesdays the children going to religion class or after-school activities bring a cold lunch which they take between 12.25 and 12.50

The children bring their lunch in a sealed box marked with their name.

During lunch, the children should eat sitting down quietly. The pupils are supervised by the lunch supervisors.

6. Library

All the children in the school can borrow books, novels, picture books, comic books, magazines etc. from the library. Books can be borrowed for one week and you are responsible for taking care of books borrowed by your child(ren) and giving them back on the due date. Documents, books, magazines etc. which are damaged or lost will have to be replaced.

7. After-School Care

Families must respect the rules for after-school care enrollments.

Children who are not collected by 2.40 automatically go into after-school care **and the family is billed at the occasional rate.**

Only children enrolled for after-school care are allowed to remain in the yard under the after-school staff's supervision.

Parents are obliged to sign the after-school lists when they come to collect their children.

Outside class hours, parents who have an appointment with a teacher or with the office must keep their child with them at all times.

The pedestrian gate of the school (on the right when leaving) will be locked from 3.15 pm for the children's safety. Please enter and leave by the gate on the left (Hollypark side).

8. After-School Activities

Unless enrolled for after-school care, children who are not collected at the end of activities for which they are enrolled are automatically sent to after-school care and **the family is billed at the occasional rate.** This rule also applies to religion classes (Wednesdays from 1 o'clock to 2 o'clock).

9. Discipline

It is our duty to ensure a safe protective environment to all members of the school community, pupils and adults.

No act of violence or rudeness is acceptable and such an act will result in sanctions, in accordance with the gravity of the situation.

Any serious breach of discipline is noted in the 'discipline book' by the adult responsible for supervision. If the offence warrants it, parents are informed.

In the first place, action is taken by teachers and supervisory staff (lunch / after-school care).

Depending on the seriousness and recurrence of the offence, it may need to be escalated to the headmaster. In this case, the procedure is as follows::

1. Oral warning and discussion
2. Sanction (written) to be signed by parents
3. Sanction + meeting with parents

4. First written warning (by post) + sanction
5. Second written warning (by post + meeting with parents + sanction
6. Third written warning (by post) + meeting with parents + sanction + 'Discipline Council'.

Mutual trust between parents and the school / supervisory staff must be strong.

9.1 Anti-bullying policy

The anti-bullying policy is annexed. It was approved by the School Council on 2nd October 2017.

10. Health and Safety

In the interests of your child's safety and well-being and out of respect for the other children of the class, you have a duty to the school community to keep your child at home if he or she does not feel well or has a contagious illness such as conjunctivitis, gastroenteritis etc.

In case of accident or illness, the parents will be notified and must come and collect their child.

The LFI staff is not authorised to administer treatment or give medicine to the pupils. In accordance with French and Irish legislation, no medicines are allowed on the school premises.

Medicines may ONLY be administered to pupils having a PAI (Projet d'Accueil Individualisé – individual conditions of admission).

A PAI must be drawn up when a pupil's education necessitates a special arrangement, particularly because of incapacitating health problems (food allergies, serious health problems).

A PAI is requested from the headmaster by the parents. This document sets out the adaptations to be put in place: administration of medicaments, emergency protocol ...

-A pupil who has an accident or is injured in the school will, if necessary, be brought by the emergency services to the nearest hospital and every effort will be made to contact the parents as quickly as possible.

Parents should therefore make sure that they have given us their telephone numbers and update them regularly so that they can be reached as quickly as possible.

It is strictly forbidden to bring dangerous objects to school.

The children will, with their teacher, familiarise themselves with the procedure to follow in case of fire. There will be three fire drills per school year.

- There are sometimes headlice in the school.

In the case of an infestation, the school will follow the public hygiene recommendations, i.e:
- the parents of the class in question will be warned by e-mail by the school so that they can check their children and other family members and treat if necessary.

- The school strongly encourages the parents to treat their child.
- The school will organise information campaigns about scalp pediculosis, particularly at the start of the school year. Information concerning prevention, recognition and treatment will be sent to each family.

Please note that neither the regulations in France nor in Ireland authorise the expulsion of pupils with headlice who have not been treated.

11. Family/School Correspondence

Information circulated by the school by means of the liaison folders/journals or e-mail keeps you informed of school life. It is in your child's interest that you read it carefully and that you return the folder/journal the next day.

Information meetings on the class curriculum and organisation will be organised in September. Attendance at these meetings is strongly recommended.

School reports are sent to the families three times a year.

The teacher must be notified in writing of any problem or change (requests for interviews, leaving school early) by means of the journal for the junior classes and a note from the parents for the kindergarten classes.

12. Games

It is forbidden to bring valuables (jewellery, mobile phones, electronic games...) to school or on school outings. The school cannot be held responsible for the loss or theft of personal belongings.

If parents wish to give their child a mobile phone, the phone must remain switched off in the schoolbag as long as the child is on school premises. If this rule is broken, the phone will be confiscated and given to the school administration.

Personal games (for example, cards or spinning tops) must not be taken out of the schoolbag during school time. They can be used only during after-school care at the discretion of the after-school staff.

13. School Insurance

Insurance is compulsory for all pupils and is taken out by the school (included in the school fees).

14. School Life

Parents and teachers will refrain from mutual criticism of each other in front of the children.

The school should be a calm environment for the children's personal and academic development.

Any sanction must show respect for the child and the child's parents must be informed.

The principal will be happy to meet families by appointment should any problems arise.

Please sign the acknowledgement of receipt which you will find on the next page.
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ACCUSE RECEPTION DU REGLEMENT INTERIEUR 2017/2018

RECEIPT : CODE OF BEHAVIOUR 2017/2018

J'accuse réception et certifie avoir pris connaissance du règlement intérieur
actuellement en vigueur.

I hereby acknowledge having received and read the Code of Behaviour

Nom de la famille :.....

Name of the family:

Date :.....

Signature des parents/Parents' signature:.....