

By registering a child in our school, the parents as their children make a commitment to comply fully with the present rules stated in this document.

1. School timings – Punctuality

School timings are given in the table below.

The school cannot be held responsible for pupils arriving before the opening hours.

The latecomers are welcomed in the entrance hall and are then accompanied in class after the end of the opening session at 9am.

Parents and carers picking up pupils have then the sole care of them.

The teaching staff will be grateful to you for respecting the following timings:

MONDAY, TUESDAY, THURSDAY, FRIDAY	
MORNING	AFTERNOON
The children can be welcomed in day nursery from 7:50 am (the parents ring the bell and take their children to the day garderie room)	AFTERNOON : lessons finish at (Monday, Tuesday, Thursday, Friday) Nursery & Reception : 3.55pm Y1 to Y6: 4pm
MORNING (doors open at : 8.25am / doors close at : 8.40am)	
Lessons start in all classes at : 8.45am	
WEDNESDAY	
Same timings except that lessons finish at 12.00	

2. Attendance

School is compulsory from the age of 5. Regular attendance is a key factor to good progress.

Parents are asked to inform the school by 9.30am in the case their child is absent calling or emailing the office.

Any planned absence (medical appointment, exceptionnal family event) has to be notified in the child's communication book stating the reasons for absence. The Head will allow the absence according to the relevance of the reason stated (anticipated or extended family holidays are not permitted).

Reasons for an unplanned absence have to be given in the communication book when the child comes back to school.

Sick/ unwell children won't be welcomed at school.

In the case the child got injured (wounds, bumps, cuts...) at home, the school asks parents to notify the school at the start of the day.

A pupil with head lice won't be accepted at school until the child has received treatment.

Any contagious disease must be indicated to the school as soon as known by parents. A medical certificate may be requested by the school when the child is back.

3. Exiting the school

We ask parents to fill in and hand back to school the appropriate form when the child is being picked by carers (do not hesitate to request the form by email whenever needed).

4. Behaviour

We encourage our pupils to respect each other in order to be respected, to express themselves in a polite way, to listen to instructions, to become independent, self-confident, open minded. We ask parents to support us in this effort.

5. Discipline

LPEBL KT is expecting the whole school community to behave in an acceptable manner : pupils, staff, aprents, carers.

Any harmful object is forbidden at school.

Any reprehensive behaviour can lead to a reprimand : aggressive or violent behaviour (physical or verbal violence).

Chewing-gums are forbidden at school. Sweets and candies are exceptionnally authorized during special events at school (birthday, school celebration).

Computer games and mobile phones are not authorised at school.

6. School uniform

Children are to wear the uniform.

For all classes :

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|---|---|
| <ul style="list-style-type: none">• School polo shirt (short or long sleeves according to the season)• School fleece jacket• School rain jacket | <p><u>On sport days :</u></p> <ul style="list-style-type: none">• A white t-shirt• Dark coloured tracksuit bottom• Sport trainers |
|---|---|

All clothes have to marked.

School uniform can be ordered online : www.sud.co.uk

Forgotten, lost clothes that will not have been collected by parents will be given to charities at the end of each term.

Hair has to be tied up and regularly checked for lice. Finger nails have to be regularly cut.

7. Valuable items

The school cannot be held responsible for any valuables or money entrusted to pupils. Any belonging or garment must be marked in the name of the child. The school staff are doing their best to avoid any issues, but the school declines any responsibility for lost or damaged belongings.

It is forbidden to bring toys at school (the doudou is allowed in Nursery class ONLY).

8. Pedagogic outings

The school regularly organises class outings or shool events. Fees for these activities are not included within the tuition fees. Parents will be asked to pay for these occasions. In order to guaranty the participation of the pupil in the outing, parents have to give their signed consent in time. Futhermore, some outings require an increased number of adults and the school will ask for some parents to volunteer ; the school may cancel the outing should the number of adult be insufficient.

9. School lunch

The school is completely NUT FREE.

A lunch service is provided at school everyday **except for Wednesdays**.

The school takes dietetic and safety measures when setting up school menus. Menu are regularly posted on the school blog. Last minute changes are possible. A vegetarian option is always available.

Morning snacks are provided by the school in Nursery and Reception classes (parents are to pay a £5 monthly fee). Pupils in the other year groups are free to bring their own morning snack provided they are healthy ones. Afternoon snacks are to be taken after school.

10. Communicating with the school/ Meeting the teachers

Should parents wish to meet their child's teachers, they can ask for an appointment thanks to the communication book. Parents are asked to check and sign the communication book on a daily basis. The school blog is also a window on what is happening at school : general information pages are accessible to all parents when classes pages are only accessible to parents having a child in the concerned level.

If parents need to meet with the Head, they have to make an appointment at the office.

We wish to favour the dialogue in case of dispute and insist on close colloration whithin the entire school community : teachers, parents and management.

11. Access to the premises

Parents are not allowed to enter the premises except in case of an appointment or a special event taking place inside the school..

When coming for a visit or an appointment, parents have to sign the visitors' register, take a visitor badge and exclusively use the front stairs (on the right in the entrance hall).

12. Emergency contact details

It is mandatory for parents to fill in and hand back the various given forms (contact details, medical form...). Should parents need one form, they can be asked for by email. We ask parents to inform the school in duly time, should any of their details change as the school has to be able to contact them in case of emergency.

Date :

Pupil's signature:

Mother's signature:

Father's signature: