

La Petite Ecole Bilingue – Stewart International School
8, Place de la Porte de Champerret
75017 Paris – tél. : 01 43 80 25 34

By enrolling a child in our establishment, parents and their children agree to fully abide by these regulations.

1. Arriving and Leaving School – Punctuality

1.1 Nursery pupils

The start and end of day timetable is as follows:

Monday, Tuesday, Thursday, Friday					
	MORNING			AFTERNOON	
Class	Open	Close	Lunch	Open	Close
Very early learning section (TPS)	8:35-8:50am	11:15am	11:30am-1:30pm	1:30-2pm	4:15pm
Early learning Section (PS)	8:35-8:50am	11:15-11:30am	11:30am-1:30pm	1:30-2pm	4:20pm
Reception class (MS)	8:35-8:50am	11:30am	11:30am-1:30pm	1:30-2pm	4:25pm
Year 1 (GS)	8:35-8:50am	11:45am	11:45am-1:30pm	1:30pm	4:25pm
Wednesday morning					
Class	Doors open	Close			
Year 1 (GS)	8:35-8:50am	11:25am			

Upon arrival at school, children in the nursery classes must be accompanied by an adult to their classroom, and left in the care of a staff member. The school accepts no responsibility for pupils arriving before the official opening time.

If you arrive late, you are requested to hand your child over to the staff member responsible at the 1st floor school entrance. This member of staff will accompany your child to his/her classroom. We request that parents do not accompany late children to the classroom.

At the end of school, children are to be picked up at their classroom door.

Adults are not to wait on the stairs or in the building's hallways, are not to enter into the classrooms and are to leave the building promptly. When the adult has picked up a child, the child is under his/her full responsibility.

We firmly ask adults coming to pick up children to be punctual and to avoid congregating in front of the school building (in line with the Vigipirate Plan, all congregating in front of schools is forbidden).

Adults dropping off children must have left the school by 8:50 am at the latest.

1.2 Primary pupils

The start and end of day timetable is as follows:

Monday, Tuesday, Thursday, Friday					
	MORNING			AFTERNOON	
Classes	Doors open	Close	Lunch	Doors open	Close
Year 2	8:20-8:25am	12 noon	12-1:30pm	1:30pm	4:30pm
Years 3, 4, 5 & 6	8:20-8:25am	12 noon	12-1:30pm	1:30pm	4:35pm

Wednesday morning		
Classes	Doors open	Close
Years 2-6	8:20-8:25am	11:35am

The school children are welcomed both at the entrance of the building and at the 1st floor school entrance by a member of staff. Adults entrust their children to the person in charge at the building entrance.

In case of lateness, the pupils are entrusted to the member of staff responsible at the 1st floor entrance. Late children will stay on the benches of the school hallway and are taken in their class at 9 am, at the end of the teaching activity in progress.

At the end of class the pupils are collected:

- At the door of their classroom, for those on the ground floor
 - At the main door at the building entrance for the other classes,
- at the time indicated on the schedule.

We firmly ask adults coming to pick up children to be punctual and to avoid congregating in front of the school building (in line with the Vigipirate Plan, all congregating in front of schools is forbidden).

In cases where a child is not collected at the time indicated, the child will be sent directly to the afterschool child care and the family will be required to pay a fixed rate (for childcare arrangements).

1.3 Pupils who are registered at homework club or evening workshops are to be collected at the building entrance. Pupils registered at childcare class are picked up at the 1st floor school door.

1.4 Wednesday workshop pupils

Pupils from workshops must follow the instructions for arrival and departure described in Sections 1.1 and 1.2 , depending on their age group (nursery or primary).

Timetable is as follows:

Wednesday workshops					
	MORNING			AFTERNOON	
Classes	Doors open	Close	Lunch	Doors open	Close
Nursery classes	8:35-8:50am	11:20am	11:30-1:30pm	1:30-1:50pm	4:20pm
Primary classes	8:30-8:40am	11:30am	11:30-1:30pm	1:30pm	4:25pm

At the end of the day, adults are to collect nursery pupils from their classroom door, and primary pupils at the building entrance.

Adults are not to wait on the stairs or in the building's hallways, are not to enter into the classrooms and are to leave the building promptly. When the adult has picked up a child, the child is under his/her full responsibility.

At the end of the lesson, rooms must be prepared for the following sessions and the teachers will be returning to their obligations.

We firmly ask adults coming to pick up children to be punctual and to avoid congregating in front of the school building (in line with the Vigipirate Plan, all congregating in front of schools is forbidden).

In cases where a child is not collected at the time indicated, the child will be sent directly to the afterschool child care and the family will be required to pay a fixed rate (for childcare arrangements).

Parents are to plan any holidays during school holiday time in line with the school calendar.

2. Authorisation to Collect Pupils

Any person responsible for collecting a child from the school must carry an authorisation badge showing their full name & photograph validated by the school. This badge should be systematically presented to the member of the staff in charge of welcoming. If not, the adult will be unable to collect the child. This badge will be supplied by the school on demand, following provision of a letter of authorisation duly signed by the parent/guardian, and providing all necessary information about the person to be authorised.

Badges will not be issued to any person aged under 18 years.

A list of people to be contacted in an emergency is also required. This list must be updated as necessary.

3. Uniform and school equipment

Clean and proper uniform is required. Wearing a uniform is compulsory. “Jeans” are prohibited. The sports gear is reserved for sport sessions and is tolerated on days when physical education takes place. Children should therefore not arrive wearing tracksuits and sneakers outside these days. We remind you that wearing sneakers is not recommended both for hygiene and for maintaining the foot. We remind parents that the following are forbidden: trainers with lights on, clothing with holes, and all inappropriate accessories (any kind of jewellery, make-up etc.) Street shoes will be worn on days when the children do not have sports lessons.

List of compulsory uniform **for nursery students:**

	T-shirt (sport)	Blue navy jogging bottoms (sport)	Blue navy short (sport, summer)	Polo, long or short sleeved	Girl blue navy dress	Blue navy pants	Jumper / cardigan
Very Early Years Early learning section, Reception, Year 1	X	X	optional	X	X	X	X

List of compulsory uniform for **primary students:**

	T-shirt (sport)	Blue navy Jogging bottoms (sport)	Blue navy short (sport, summer)	Polo, long or short sleeved	Girl blue navy skirt	Blue navy pants	Jumper / cardigan
Years 2, 3, 4, 5 & 6	X	X	optional	X	X	X	X

Uniform for Wednesday workshop pupils

From 2 to 5 years:

- Long or short sleeved school polo
- Blue navy school pants or dress

From 6 to 11 years:

- Long or short sleeved school polo
- Blue navy school pants or skirt

Uniform must be ordered from the internet by school provider. The order can be delivered either at school or at an address specified when ordering.

Supplier Link: <https://www.letablierbobine.fr/produits?school=stewart-international#product-list>

The lists of school supplies are given to parents. They can be ordered and delivered to the address given by the parents from the site: <http://www.scoleo.fr>

Some supplies are to be renewed during the school year.

Parents must regularly check their child's school bag and pencil case, ensuring that they always contain the necessary equipment.

Hazardous items should not be brought to school.

Mobile phones are prohibited.

Glasses should have a cord or other system to hold them on, to avoid the risk of them being broken or lost.

All clothing and equipment should be labelled with the child's name legibly.

Hair must be of a suitable length for boys, checked regularly (lice) and nails cut regularly.

Any forgotten or unclaimed items of clothing not claimed before 14th July of the current school year will be donated to charity.

4. Meetings with Teachers

If you wish to meet your child's teacher you are requested to arrange an appointment through the child's correspondence book, by phone or email.

If you wish to meet the Headmistress, an appointment should be made through her bursar.

It is our policy to encourage a dialogue in case of differences and insist upon a close collaboration between teachers, Parents and the Direction.

5. Absences

Regular attendance at school is strongly desirable in the interest of pupils' success at school.

Parents are requested to immediately inform the school if their child will be absent by calling between 8am & 9am without using the answering machine.

Known and forthcoming absences are to be signaled by a note from the parents in the child's correspondence notebook giving the reasons.

Absences and late arrivals of primary school students will be noted in their school report card.

Sick children will not be admitted in school. If your child is receiving a treatment, a medical certificate to confirm the illness is not contagious must be given to the teacher or the management. ALL medicine must be given to the teacher with a valid prescription.

If your child was injured at home, has contusions, bruises, wounds, parents are asked to report these to the educational team and the Management upon entry into class.

If your child has lice, they will not be accepted at school until treatment has been undertaken.

Any contagious disease should also be reported. On their return to school, the student must submit an explanatory note and a medical certificate to the Management.

Sessions of physical education, including swimming are an integral part of the curriculum. **Any exemption must be notified by a medical certificate.** Exempted students accompany the class without participating in the activities.

6. Valuables

The school cannot be held responsible for money or any other valuables in the child's possession.

All clothes or other property should be marked with the pupil's name. Staff will do their best to avoid problems, but the school cannot be held responsible for damage or loss of clothes or other objects.

7. Discipline

Good behaviour is required from everyone: children, staff, parents and any other adults on the school premises. Any infringement on the physical or moral integrity (words, openly racist or very discriminatory attitude, offensive behaviour) of other pupils or adults in the school will be sanctioned. **As a reminder, racism and any other form of discrimination (ethnic, cultural, religious, social) is liable to legal prosecution.** Any reprehensible behavior can be the object of a reprimand:

- Aggressive or violent behavior (physical or verbal)
- Theft, indiscipline, etc.
- Deliberate damage to school property will not be accepted, parents are responsible for the cost of repair or replacement.

Student behavior in the building and around the school should not harm the school's image : the conduct and the dress of the pupils must be consistent with school expectations.

Any dangerous objects are forbidden in school.

Chewing-gum is forbidden in school. Sweets, candy, juice and sodas are only authorised for celebrations, for example, birthdays.

Computer games and mobile telephones are not allowed in school. Parents are asked to verify the pockets and school bags of their children, in order that they don't bring forbidden objects.

Any pupil who fails to respect these rules will be subject to disciplinary measures. These will be educational in nature and will depend on the rule that was broken. The parents make a commitment to support the school and to follow up and discuss the sanction with the child, to ensure they understand.

The sanctions could include:

- Extra written homework - to be signed by the parents;
- Correction or repetition of work that was not done or not done properly;

- Exclusion from an activity ;
- Solitary work in another classroom;
- Stay at School for hour detention;
- Receive a verbal warning from the Direction;
- Repair anything that was broken;
- Confiscation of forbidden objects;
- School eviction from 1 to 3 days, further to the decision of the disciplinary committee.

8. The class representative

The class representative is an intermediary for their classmates and for the various people in the educational community. They are elected by their classmates during the organized election at the beginning of the year. Their role is to be a positive interlocutor of the group of pupils which they represent. They report on the atmosphere of the class and possibly problems which the latter could meet. They are invited to participate in the Disciplinary committee.

9. Behaviour – the Objective of Education

During their time in the school, we encourage children to respect others, and therefore be respected by others, to be polite, obedient, to become independent, gain self-confidence and to be tolerant. Parents are requested to support us in this effort. Respect in school is an important rule: for the teaching and administrative staff, between children, respect for premises, equipment and furniture available. Any breach of this rule may result in a sanction (see point 7). At the end of the day, primary students are responsible for the cleanliness of the classroom.

10. Outings / Trips

The school regularly organises trips, the cost of which is included in the school fees, except organised trips.

Children are under the responsibility of parents during festive events taking place outside school hours, school or any other place.

11. After school child care

The school offers after school care for children, from 16h30 to 18h20. Parents can register their child for the year or per trimester. For children who are not enrolled in after class care, a fixed cost (available from the administrative department) will be charged to parents in case of delay per hour (from the time of expected leaving). In case of delay, we ask parents to notify us as soon as possible. By prior arrangement with the management, the school will accommodate children who are not regularly enrolled in after school care, in exceptional cases, and it is subject to availability.

The after school care closes at 18:20. Beyond this time, no child can be kept at school. In case of a child remaining at school after this time, we would be forced to contact the Police station and the social services. The school reserves the right to no longer welcome to the childcare class children whose caregivers are late for the scheduled exit time.

12. Catering

A school meal is organised for the children every day.

The school is vigilant in the choice of the food served to the children. The planned menus are displayed each week, however we cannot always avoid changes beyond our control.

Snacks provided by students must be composed exclusively of fruits or biscuits and must be a reasonable quantity for during recreation.

The morning snack, which is neither compulsory nor systematic, is nonetheless proposed to the pupils of Nursery in our school. For the pupils of Primary, we leave the choice to the parents to provide a snack. In every case, snacks should favour water, milk or semi-skimmed dairy products, fruit, unsweetened cereal, bread, by avoiding products that are rich in sugars and fats (biscuits, sweet cereal, croissant, sodas ...). The school will return products, which do not respect these criteria.

To maintain hygiene we ask that packed lunches be stored in isothermal boxes, marked with the name of the child. Boxes will be kept in the class of each pupil.

We can no longer keep the meals in the refrigerator.

We recommend boxes such as « Bento » or « Stanley » brand boxes.

Packed lunches must be balanced (starchy foods, green vegetables, meat or fish, dairy, fruit). French fries, hamburgers, chips, crackers etc are forbidden at school.

13. Contact

At the time of enrollment parents are given a medical form, which they need to complete and return to the school as soon as possible.

Parents are requested to inform the school immediately of any change in their contact details (phone number, address, mobile number), as it is essential for us to be able to contact them in case of emergency.

If you have any questions, problems or suggestions, please do not hesitate to contact the school as soon as you feel the necessity.

14. Publication of Photographs

As part of the school's organized activities, our school takes photographs representing your under-age children. The school may circulate or publish one or several photographs representing your under-age child during the course of any activities carried out within the school, on any medium. These photographs may be displayed in our classrooms, hall or corridors, or on the school web-log. They may also be used to illustrate the school on its website.

As legal representatives of your children you have the right to object to the publication of such images. In the absence of a formal notification from you within one month of receipt of this document, we shall assume your agreement to our display or publication of images as described above. However, you may at any time thereafter request us in writing to remove any images of your children of any kind.

15. GDPR

The General Data Protection Regulation (GDPR) creates a framework of trust and strengthens the rights of users regarding the use of their personal data.

To organise the reception of children at school, the canteen, trips and extracurricular activities, our school needs reliable and up-to-date information to ensure the reception, safety and care of children. Only the information necessary for the care of the children is requested.

The school undertakes to take all precautions in accordance with customary practice and the state of the art within the framework of its attributions in order to protect the confidentiality of the information to which it has access, and in particular to prevent from being communicated to persons not expressly authorised to receive this information.

To exercise your IT rights and for any information on this system, contact our data protection officer (DPD), the school principal.

16. Insurance

Parents undertake to subscribe to an insurance covering individual civil responsibility for their child. They must provide a certificate to this effect during the week following the enrollment of the child in school and thereafter at every new school year.

In case of non-compliance with the present regulation or the not adequacy to the educational project or with the non-payment, the school reserves the right not to reregister a child.

These rules are subject to change at any time. Parents must read it each time the school year begins. In the event of a significant change during the year, the parents of students are notified.