

School Rules – EIFA Junior School

Document Name:	School Rules – EIFA Junior School
Document Status:	Final
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Next Review Date:	December 2020

Date Produced	Version
January 2020	V1

The sole aim of the School Rules (règlement intérieur) is to remind members of the school community of their responsibilities regarding the safety and wellbeing of children, as well as ensuring the smooth running of the school so EIFA (the “School”) can continue to offer the high quality of education for which it is known.

School Life

The principles of respect, secularity and neutrality are fundamental to our School. The School Rules state that everybody is required to be punctual, diligent and show respect and tolerance to others. Members of the school community are also expected to respect the equal rights of girls and boys and to ensure nobody is subjected to physical, psychological or moral violence. Physical or verbal aggression will not be tolerated under any circumstances.

Mutual respect between adults and children is also one of the guiding principles of the EIFA community.

Attendance

Early Years, Foundation Stage and Y1 (Maternelle)

Joining the School in the Early Years Foundation Stage or Y1, indicates that a family is committed to education and understands that regular attendance at school is necessary both for the development of a child’s personality and as preparation for the next stage of school life.

Teachers and/or the Head of School must be informed of all absences.

Y2 and KS2 (École élémentaire)

Regular attendance at school is compulsory as is participation in all activities during the School Day (sport, swimming, art, drama, other educational activities and school trips).

The School Day

The School Day runs from 08:40 to 15:20, on Mondays, Tuesdays, Wednesdays and Thursdays and from 08:40 to 15:30 on Fridays.

Teachers are not responsible for children outside these hours, except when children are participating in extra-curricular activities organised by the School.

Drop-off

Children may arrive in school 15 minutes before the start of lessons.

At Portland Place, the school doors are open at 08:25.

The doors to Duchess House are open at 08:00. Children must arrive by 08:30, even though their lessons do not begin until 08:40.

Children in Nursery, Reception, Year 1 and Year 2 are to be taken to their classrooms where the parents hand their child(ren) to the teacher or assistant at the door.

If a child is not handed directly to a teacher or assistant, then s/he cannot join the class until the School is satisfied the child was accompanied by a responsible person. Where a child is not accompanied and handed directly to a teacher or assistant, then the School is not responsible for any accidents or injuries that may occur.

In Y3 -Y6, children enter the school without their parents and go to their classroom or canteen as directed.

Pick-up

We remind you that only persons named in a child's records are authorised to collect children from primary and nursery classes.

Any child not collected by 15:20 and who is not participating in extra-curricular activities will be taken to the Homework Club or afterschool crèche (Garderie). Once a child has been taken to the Homework Club or Garderie, parents will be invoiced for the service.

Moving Around the School

Parents wishing to enter the school, for a meeting for example, should report to the Receptionist.

We ask that you are careful on the stairs and that, to avoid blocking the path of children, parents and visitors should go up and down in single file.

It is not permitted to enter the school with a dog or other animal even if it is on a lead, with the exception of guide dogs.

Children travelling to school on scooters or bicycles should put these in the garage at the back of the building.

Absence and lateness

Parents are asked to inform the School as early as possible on the morning of their child's absence by email or telephone.

Joining the school commits a family to regular attendance. If this commitment is deemed to be non-existent, then a child may be removed from the school roll and the relevant social services informed in accordance with English law.

Authorisation for term-time absences may be granted in exceptional circumstances. Please address such requests to the Head of School in writing.

If a child is required to leave school before the end of the school day or before the end of extracurricular activities, then parents are asked to inform the school and the teacher in advance by letter or email and to go to the relevant classroom to collect their child.

Completion of academic work

Children are required to be attentive and studious in class. They should listen, participate and complete written and oral tasks as required. All children must learn lessons regularly. Children must have all the day-to-day equipment necessary for school each day. Families are required to replace any items lost or damaged that belong to the school.

Home-School Liaison

Teachers use email to communicate with parents and to inform them of projects, trips, organisational matters, as well as to update parents about a child's marks and progress.

Teachers, the Head of School and the management team are available during parent-teacher meetings. Staff are happy to arrange appointments at other times on request.

Behaviour and Dress Code

Children are to go to their classrooms in a calm manner on their arrival in school.

At the end of each period of recreation, the children are to assemble in the designated areas. They are to line up quietly, avoiding shouting or pushing.

We ask parents to ensure their children are dressed correctly (no ripped jeans, no skimpy shorts and no vest tops) in clothing suitable for the school day (please avoid delicate clothing and jewellery).

Trainers and plimsolls are not permitted except during sports lessons.

All children must have well-fitting trainers and the EIFA PE kit (with the school logo) for sport lessons. The PE kit can be purchased from "School Trends":

<https://www.schooltrends.co.uk/uniform/EIFAInternationalSchoolW1B1LS>

Personal Property

The school accepts no responsibility for the loss, theft or damage of clothing, bicycles, valuable items or money belonging to children.

It is forbidden to bring toys and electronic games into school. Mobile phones may not be used during the school day.

Snacks

Parents may provide healthy snacks for the morning recreation period, as well as an after-school snack to be eaten just before extracurricular activities. Ideally, snacks should comprise fruit, bread and dairy products rather than crisps and sweets.

All nuts and nut products are prohibited in school premises, because of the number of pupils with nut allergies. Lollipops are not permitted for reasons of safety.

Damage to property

Children should try to keep their surroundings as clean as possible and should tidy their classrooms before leaving. During recreation, children should respect the park environment including the plants. The picking of flowers and climbing of trees are not permitted.

Swimming

Swimming lessons are an integral part of the physical education curriculum and therefore participation is compulsory. If there are medical reasons for withdrawing a child from swimming lessons, then we ask for a doctor's letter in support of the request.

Health

In the case of illness or an accident, the family will be notified immediately so they can make arrangements to collect the child from school. Where it is impossible to contact the family or in an emergency, the school will contact the emergency services and follow their advice.

If a child vomits or has a fever they must be taken home and may not return to school for 48 hours.

If a child is following a course of treatment, the medication must be handed in at the Reception desk together with a signed and dated doctor's prescription. Children must never keep any medication in their possession.

Lift

The lift is only for use by school staff and persons with reduced mobility.

Please detach and return to the receptionist at school.

Read and understood in London on -----

Family Name:-----

Parent of ----- in class -----

Signature of parents