

School Rules – EIFA Senior School

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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

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 08:30 to 15:45/16:30, depending on the days.

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

Arriving to School

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

The doors to Duchess House are open at 08:00. Pupils must arrive by 08:30, even though their lessons do not begin until 08:40 and must remain in the canteen where the form Tutor will collect them by 08:30.

During the break, pupils go to the canteen with a snack where they will remain under adult supervision until they are collected by their subject teacher. During the lunch break, pupils must remain at School. They go to the canteen for lunch where they will remain under adult supervision. Y10 and above eat on the mezzanine floor. They are then accompanied to the park or may stay in the canteen, depending on the weather. The Form tutor will collect them from the canteen at the end of lunch break.

Pupils in Y10 and above may choose not to go to the park and instead remain in their classroom under remote supervision. No food or drink (except for water) may be consumed in the classroom.

Leaving School

Students leave the building after the last class, except for those enrolled in After School Clubs.

We remind you that only persons named in a pupil's records are authorised to collect pupils, unless authorisation has been given for them to leave the School unaccompanied.

Any pupil not collected by the end of School Day and who is not participating in extracurricular activities will be taken to the Homework Club. Once a pupil has been taken to the Homework Club, 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 pupils, 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. Pupils travelling to school on scooters or bicycles should put these in the designated area in the basement back yard.

Moving through the corridors should take place in a calm and unhurried way. It is forbidden to loiter in the corridors during School hours – except to go to the toilets or the Head of School's office. Pupils are not allowed to go into or remain in the classrooms during break times without adult supervision.

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 pupil 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 pupil 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 collect the pupil from Reception.

Non-attendance at an examination

Any absence from a written or oral exam scheduled in advance, must be justified and communicated directly to the teacher organising the exam. The teacher will decide if the exam can be re-taken.

Completion of academic work

Pupils are required to be attentive and studious in class. They should listen, participate and complete written and oral tasks as required. All pupils must learn lessons regularly. Pupils 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 pupil'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.

General Behaviour

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

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

It is strictly prohibited to smoke, to possess and/or to consume alcohol or any illegal substance within the School buildings and its immediate surroundings.

The possession of any products or dangerous objects not relevant to academic life is prohibited and will be firmly punished.

The School reserves the right to conduct bag and locker searches.

The taking of pictures or videos and the use of any images taken are strictly prohibited. Disciplinary action will be taken against offenders, who may also be subject to prosecution.

Dress Code

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).

All pupils 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>

Pupils are not allowed to change in the toilets or in the classrooms before PE lessons. They will therefore need to wear their PE kit on arrival at School, irrespective of whether the PE lesson is in the morning or in the afternoon.

Personal Property

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

The use of mobile phones, tablets, music players, personal computers or other personal audio-visual equipment is permitted, in compliance with the School's "technology: Acceptable Use and Social Media Policy". Year 7 pupils and above are expected to use their BYOD (Bring Your Own Device) for appropriate schoolwork including research during study periods and free time in school.

School Canteen

Lunch is provided for all EIFA Senior School pupils. It is mandatory for all. Pupils are only allowed to bring their own lunches in the following cases:

- Food allergies
- Religious reasons
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Pupils are asked to take care of the equipment, facilities, and to behave politely towards staff and other pupils.

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.

Lockers

Lockers are available for pupils to leave their sports bags, coats and shoes. The locker room also allows students to change their shoes before and after PE lessons.

Security

Safety instructions, especially those related to the evacuation and lockdown of the building, are displayed in the School and presented by the Head of School at the start of the school year. Pupils are invited to read and comply with those instructions in full.

Information Technology

Pupils can access the School's IT equipment. This access is subject to compliance with the School's "Technology: Acceptable Use Policy and Social Media" terms, as well as the "Acceptable use Agreement" signed by the pupil. These state that IT resource users are committed to compliance with legal obligations, especially those concerning:

- Computer fraud prevention
- Software protection
- Confidentiality of private information
- Failure to adhere to the "Technology: Acceptable Use Policy and Social Media" may be met with disciplinary measures.

Extracurricular Activities

Cultural and sporting activities are offered to pupils outside school hours. Pupils enrolled in these activities must comply with rules and instructions provided by the supervising adult.

Damage to property

Pupils should try to keep their surroundings as clean as possible and should tidy their classrooms before leaving. During recreation, pupils 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 pupil 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 pupil 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 pupil vomits or has a fever, they must be taken home and may not return to school for 48 hours.

If a pupil 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. Pupils must never keep any medication in their possession.

Lift

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

Disciplinary Sanctions

Disciplinary sanctions are always notified in writing to the student's parents/carers in accordance with the School's "Terms and Conditions" and the "Behaviour Policy".

Please detach and return to the receptionist at school.

Read and understood in London on -----

Family Name:-----

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

Signature of parents