

Primary school rules School year 2025/2026

All pupils at our school share the same goal: to continue their education in the best possible conditions. The requirements of living together, protecting the interests of all and our school's mission to ensure the highest possible standard of education make it necessary to publish the following house rules. They regulate the following areas in particular:

- ☞ Hygiene and health
- ☞ School life and rules of conduct
- ☞ Safety of persons and buildings
- ☞ School attendance
- ☞ Sanctions / Reparations
- ☞ Sport
- ☞ The BCD
- ☞ Transport and travel

I- Hygiene and health of pupils

Children with contagious illnesses must present a medical certificate confirming their recovery upon their return to school. Parents whose children must temporarily attend school on **crutches or in a wheelchair** are asked to contact the school office or nurse at least 24 hours before their return to class in order **to organise care**.

Medication is prohibited at school. In the case of chronic illnesses (asthma, diabetes, etc.), parents should contact the school nurse, who will draw up an individual care plan (PAI). This PAI must be renewed every year.

The morning snack is optional. If parents still wish to give their children something to eat, the snack should be kept simple – in line with our environmental school approach and to avoid waste. Fresh or dried fruit, vegetables or a small piece of bread are recommended so that the children retain enough appetite for lunch.

Both in the morning and in the afternoon, sweets, cereal bars, snacks and crisps are strictly prohibited, except on special occasions (class parties, birthdays, etc.). For safety reasons (allergies), nuts are also prohibited.

Clothing must be appropriate and clean. Clothing and personal items must be labelled with the child's first and last name. **Lost property is stored in a cupboard near the canteen.** Labelled items are regularly brought to the classrooms. All lost property is kept for a certain period of time, i.e. from holiday to holiday, before being displayed in front of the main doors during the last week of each term so that parents/guardians can collect it. For hygiene reasons, snack boxes are kept for one week.

Any items that are not collected are donated to charities.

II- School life and rules of conduct

1. Attendance – Punctuality

Attendance and punctuality in class are compulsory. Parents must make the necessary arrangements to ensure that their children arrive on time.

PRIMARY SCHOOL

ARRIVAL

Between 7:55 and 8:00 a.m., pupils in classes CP to CE1 enter via the main entrance and pupils in classes CE2 to CM2 enter via the canteen entrance hall. Two teachers are present in the public area to supervise the pupils getting off the buses and entering through the two gates. Once the pupils have entered the school grounds, the usual supervision service takes over.

Pupils arriving after 8:00 must pass through the main entrance, where the gatekeeper's office staff are located, and after 8:05 must give their surname, first name and class before being admitted to class.

There is no supervision before 7:55 a.m.

Childcare is available from 7:30 to 8:00 a.m. upon registration with the "primary school office".

LEAVING

Pupils who are not registered for afternoon childcare must leave the school grounds after lessons end at 2:10 p.m. (or 4:00 p.m. for CM1-CM2 every two weeks). After this time, they will no longer be supervised. The school accepts no responsibility in the event of an accident or incident. Parents are asked to remind their children to go home as soon as possible or to pick them up on time. Parents wait for their children outside the building.

After school (2:10 p.m. or 4:00 p.m.), pupils who are going home leave the school grounds via the main entrance. Staff in the porter's lodge and teachers are on hand to supervise. If parents are not waiting at the entrance, children must return to the school building.

Pupils who take the school bus leave the school under the supervision of two staff members via the south exit on the canteen side.

Pupils who **remain in afternoon care** are supervised by the group leaders. The same applies to extracurricular activities.

At the end of homework supervision (at 3:00 p.m., 4:00 p.m. or 5:00 p.m.), pupils leave the building through the main entrance under the supervision of staff from the porter's lodge and group leaders.

Parents will be notified in the event of delays.

At 4 p.m., pupils **who take the school bus** leave via the south exit on the side of the canteen and the pavement under the supervision of two members of staff.

At 4:00 p.m., children who are participating in a workshop and are registered for afternoon care until 5:00 p.m. return to their learning groups.

KINDERGARTEN

ARRIVAL

Parents must accompany their children to school between 8:00 and 8:20 a.m. and hand them over personally to a teacher or a member of staff responsible for this task. **Parents must leave the school by 8:30 a.m. at the latest.**

PICK-UP

Legal guardians or authorised persons* must pick up their children between

- 1:45 p.m. and 2:00 p.m.
- 2:45 p.m. and 3:00 p.m.
- 3:45 p.m. and 4:00 p.m.
- 4:45 p.m. and 5:00 p.m.

Parents must leave the school by 5:00 p.m. Parents who wish to speak with the teachers are asked to arrive 15 minutes before the end of classes.

The entrance for parents is located in the central hall and is monitored by the staff at the gatekeeper's lodge.

Childcare is available from 7:30 a.m. to 8:00 a.m. upon registration with the "Primary School Office".

() Each pupil may also be picked up by a third party who has been authorised in writing and introduced to the teacher in advance (these persons must be **at least 14 years old**).*

Parents must notify the school in case of delays.

2. Rules of conduct

Everyone is expected to show respect for people and places. Tolerance and civic-mindedness are top priorities.

Violence, physical, verbal or emotional aggression, and rudeness will not be tolerated.

Pupils' mobile phones and smartwatches must be switched off at school and handed in at reception upon arrival. AirTags and other connected devices are not permitted. These rules also apply to excursions and school trips.

Children with a disability or chronic illness may use electronic devices as recommended in their PAI or PPS.

Here is the list of approved items

A table tennis bat marked with their name and/or any game approved by the student council.

If a child wishes to bring a toy or game, they must discuss this with the management or the student office beforehand. The rules will be discussed if necessary.

The school provides rubber bands, ropes, stilts, etc.

III- Safety of persons and buildings

1. Fire safety

Any damage to or tampering with the installed security system will be punished. The safety regulations, which are posted and explained in the classrooms, must be strictly observed. For safety reasons, pushchairs are not allowed in the halls and corridors, especially in the event that the school has to be evacuated. All access points to the school must remain clear to allow for unhindered evacuation in an emergency.

2. The buildings

Pupils must take care to keep the buildings and furniture in good condition. They must help to keep the schoolyard and green areas clean. Any pupil who damages or destroys property must inform an adult. If the damage is found to have been caused deliberately, the parents will be liable for the costs.

3. Visitors

All persons who do not belong to the school and wish to enter the primary school must first report to the porter's lodge, where they will receive a visitor's pass.

4. Protection against theft

The institution is not liable for theft. Pupils are strongly advised not to bring valuables or money with them.

IV – School attendance

Any absence must be exceptional and justified to the teachers and the school office via Eduka Messenger on the first day and at the start of the first lesson, giving a valid reason.

Any absence of more than 3 calendar days in primary school must be justified by a medical certificate. In the event of more than 5 days of absence **without a medical certificate and/or without an excuse**, the local authorities (*school board*) will be informed.

Compulsory schooling and the holiday calendar must be observed.

If a pupil leaves school during school hours, regardless of the reason, they must be picked up by a person designated by their legal guardian. Under no circumstances may they go home alone.

V – Sanctions / Redress

Sanctions and redress follow two principles:

The principle of proportionality: the sanction must be graded according to the severity of the rule violation.

The principle of individualisation: Each sanction is directed at a specific pupil in a specific situation.

Here are a few examples:

- A short time-out so that the pupil can refocus
- Exclusion from the classroom workplace
- Alternative rooms and activities during break time

Where possible, a remedial measure is worked out by the pupil and the relevant teaching staff.

The sanctions and remedial measures are determined by the teaching team and the school management.

VI- Sport

A pupil who is unable to participate in physical education must present a certificate issued by a responsible person.

Any exemption lasting more than two weeks must be justified by a medical certificate.

Appropriate sportswear is required.

VII – Library (BCD)

The BCD (library and documentation centre) is open to all pupils from the Toute Petite Section to Year 5 (CM2). Each pupil can borrow books every week when they visit the BCD with their class, but also during certain breaks or during study time from 2 to 3 p.m. A maximum of two books can be borrowed (only one of which may be a comic book).

Children must take good care of the books they borrow. If books are lost or damaged, a fee specified in the financial regulations for the current year will be charged for their replacement. The BCD is a place for reading, peace and quiet.

VIII Transport and travel

1. Getting to school:

School bus

The driver is not a supervisor. Proper behaviour is required. Pupils must remain seated. Eating and drinking are prohibited. Any violation of this rule will be punished by the bus company. The penalty may range from temporary to permanent exclusion from school transport. These journeys are covered by the school insurance. The parking spaces in front of the school are reserved for school buses; parking other vehicles is prohibited.

Access by car

Parents who bring their children to school by car must park in the designated parking spaces. Compliance with the rules contributes to the safety of all.

2. School trips (within the framework of the travel policy established at the school board meeting)

Any payment difficulties should be discussed and clarified with the school management, who may seek the assistance of the school cooperative or the solidarity fund. Parents can also contact the primary school office directly.

Pupils who are genuinely unable to take part in the trip must come to school, where the school management will arrange for them to be looked after in another class.