Internal Rules of the Primary School

School Year 2026 2027

The pupils of our establishment share the same objective: to pursue their studies in the best possible conditions. The requirements of community life, the protection of the interests of all, and the vocation of our establishment to give our pupils the best possible level of instruction justify the publication of the following rules, which particularly address the following areas:

- ☞ Hygiene and health
- ☞ School life and rules of conduct
- ☞ Safety of persons and buildings
- ☞ School attendance
- ☞ Sanctions / reparations
- ☞ Sport
- ☞ The BCD (library and documentation centre)
- ☞ Transport and trips

I- Hygiene and health of the pupil

Children with a contagious illness must provide a medical certificate of recovery upon their return. Parents whose child must be temporarily accommodated **with crutches or in a wheelchair** are asked to contact the secretariat or the nurse beforehand (and at least 24 hours before) the return to class, so that **the care arrangements can be organised**.

Medicines are prohibited at school. In the case of a chronic illness (asthma / diabetes …), parents should contact the school nurse, who will set up a PAI (Individualised Reception Project). This PAI must be renewed every year.

The morning snack is in no way obligatory. If parents choose to provide one, it must remain simple — in keeping with our Eco-School approach and the zero-waste objective — and consist of **fresh or dried fruit**, **vegetables**, or possibly a **small piece of bread**, in order to preserve the children's appetite for lunch.

Whether in the morning or the afternoon, sweets, cereal bars and aperitif biscuits or other crisps are strictly prohibited except for exceptional events (class party, birthdays...). For safety reasons (allergy), nuts are also prohibited.

Clothing must be decent and clean. Clothes or objects must be labelled with the child's surname and first name. **Lost property is deposited in a cloakroom near the canteen.** Regularly, labelled items are returned to the classroom.

All lost property is kept for the duration of one period, i.e. from holiday to holiday, before being displayed in the last week of each period opposite the central doors so that legal guardians can come and collect them. For hygiene reasons, snack boxes are kept for one week.

Anything that has not been collected is then given to charitable associations.

II- School life and rules of conduct

1. Attendance – Punctuality

Attendance and punctuality in lessons are obligatory. Parents must make the necessary arrangements for their children to arrive on time.

PRIMARY

ARRIVAL

Between 8:00 and 8:10, pupils enter through the central entrance. Teachers on duty supervise the stairs and corridors.

Pupils arriving after 8:10 must state their surname, first name and class before being allowed to join lessons.

No supervision is provided before 8:00.

Morning care from 7:30 to 8:00 is available on registration with the "primary secretariat".

DEPARTURE

Pupils not registered for the study period must leave the school grounds as soon as lessons end, i.e. at 14:10 (or 16:00 for CM1-CM2 every two weeks). They are not supervised beyond this time. The school declines all responsibility in the event of an accident or incident. Parents are asked to encourage their children to return home as quickly as possible, or must come and collect them on time. Parents wait for the children outside the building.

At the end of lessons (14:10 or 16:00), pupils **leaving the school permanently** do so through the central entrance under the supervision of the reception staff and teachers. If the parents are not outside, the children must return inside the establishment.

Pupils **staying for the study period** are looked after by the group leaders. The same applies during extracurricular activities.

At the end of the study period at 16:00 or 17:00, departure takes place through the central entrance under the supervision of the reception staff and the study group leaders.

In the event of a delay, the parents are called.

At 16:00, children taking part in a workshop and registered for the study period until 17:00 return to their study groups.

NURSERY

ARRIVAL

Parents must accompany their children into the school premises during the period from 8:00 to 8:20 and personally hand their children over to a teacher or to a member of school staff designated to receive them. **Parents must have left the school by 8:30 at the latest.**

DEPARTURE

Legal guardians or authorised persons* must personally collect their child from the classrooms between

- 13:45 and 14:00
- 14:45 and 15:00
- 15:45 and 16:00
- 16:45 and 17:00

Parents must have left the school by 17:00. Parents who need to speak with the educators are invited to come 15 minutes before the departure time.

Parents enter through the central hall under the supervision of the reception staff.

Morning care from 7:30 to 8:00 is available on registration with the "primary secretariat".

*(*) Any pupil may also be looked after by a third person authorised in writing and after the teacher has been informed (these persons must be **at least 14 years old).***

Parents must notify in the event of a delay.

2. Rules of conduct

For all: children and adults

Respect for people and places is expected from everyone. Tolerance and civic spirit are priorities.

No violence, no physical, verbal or moral aggression, no rudeness can be accepted.

For pupils:

Pupils' mobile phones and smartwatches must imperatively be switched off at school and handed in at the reception on arrival. **Airtags and any other connected objects are prohibited**. These rules also apply during outings and school trips.

Children with a disorder or chronic illness are authorised to use electronic equipment as recommended in their PAI or PPS.

The use of mobile phones by parents is not authorised within the school.

Reminder of authorised objects

A table tennis bat labelled with their name and/or any game validated at the delegates' council.

If a child wishes to bring a toy or game, they must first speak about it with the headteacher or the pupil life office. The rules will be discussed as appropriate.

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

III- Safety of persons and buildings

1. Fire protection

Any deterioration or tampering with the safety system in place will be punished. The safety instructions, which will be displayed and explained in the classes, must be strictly respected. Pushchairs are prohibited in the halls and corridors for safety reasons, particularly in the event of a school evacuation. **All accesses (indoor and outdoor) to the school must remain clear to allow free evacuation if necessary.**

2. The buildings

Pupils will take care to keep the buildings and furniture in good condition. They will take part in maintaining the cleanliness of the courtyard as well as the indoor planted areas. Any pupil who has broken or damaged equipment must inform an adult. If it is established that the damage was deliberate, the costs will be borne by the parents.

3. Persons external to the service

Any person external to the establishment working in the primary school must first report to the reception, where they will be given a visitor's badge.

4. Protection against theft

The establishment is not responsible in the event of theft. Pupils are strongly advised not to bring valuables or money.

IV- School attendance

Any absence must be exceptional, and must be justified with a valid reason to the teachers and the secretariat via the Eduka messaging system from the first day and at the first hour.

Any absence of more than 3 calendar days in the primary school must imperatively be justified by a medical certificate. The local authorities *(Schulamt)* will be informed beyond 5 days of absence **without a medical certificate and/or unjustified**.

The school obligation and the holiday calendar must be respected.

In the event of leaving during school time, whatever the reason, the pupil must be collected by a person designated by the legal guardians. He/she may under no circumstances return home alone.

V- Sanctions / Reparations

Sanctions and reparations follow two principles:

The principle of proportionality: the sanction must be graduated according to the seriousness of the breach of the rule.

The principle of individualisation: any sanction is addressed to a specific pupil in a given situation.

Here are some examples:

- A short period of exclusion to allow the pupil to refocus
- A relocation of the work station within the classroom
- Alternative spaces and activities during the break

As far as possible, a reparative action is devised by the pupil and the staff of the responsible educational team.

Sanctions and reparations are determined by the staff of the educational team and by the management.

VI- Sport

A pupil unable to take part in physical education and sport lessons must produce a certificate written by a responsible person.

Any exemption exceeding 2 weeks must imperatively be justified by a medical certificate.

Suitable sports attire is required.

VII- Library (BCD)

The BCD (library and documentation centre) welcomes all pupils from the Toute Petite Section to CM2. Each pupil may borrow books each week when they come to the BCD with their class, but also during certain breaks or during the study period from 14:00 to 15:00. Borrowing a maximum of 2 books is possible (including only 1 comic).

Children must take care of the books lent to them. In the event of loss or deterioration of the books, a sum fixed by the financial rules of the current year will be requested for their replacement. The BCD is a place for reading, calm and quiet.

VIII- Transport and trips

1. Access to the school:

Access by car

Parents accompanying their children by car must park in authorised places. Respect for the rules contributes to everyone's safety. Pushchairs and bicycles must be parked in authorised places.

2. Class trips (within the framework of the principle of trips defined in the School Council)

Any payment difficulties should be discussed and settled with the management, which will seek, if necessary, the help of the School Cooperative or the solidarity fund. Parents may also contact the primary school secretariat directly.

A pupil who truly cannot take part in the trip must come to school, where their reception in another class is organised by the management.

Each parent accompanying a school outing must sign the accompanying parent charter (below).

Charter of the accompanying parent

You will be asked to accompany a class on the occasion of an outing or to help supervise activities in the classroom, and we thank you in advance for giving your time to the service of the school. Certain outings could not take place without your contribution.

The accompanying person helps, under the exclusive responsibility of the teacher, to ensure the safety of the pupils during the outing.

By taking part in the supervision of pupils, you undertake to respect the following instructions:

1- Under no circumstances may the accompanying parent separate from the group for which they are responsible.

2- Depending on the type of outing, the teacher will give you the list of children for whom you will be responsible: Effective and permanent vigilance will be required of you in order to ensure the safety of all. Remember to count the pupils regularly, particularly at each entry and exit of a place or movement from one area to another.

3- Immediately alert the teacher if the safety of the pupils is threatened or if a pupil's behaviour is not suited to the situation. It is the teacher who will take the appropriate measures.

4- During a movement, it is you who supervise the end of the group: you must close the march, leave a room or a coach last...). The teacher leads the group.

5- During a coach journey, adults place themselves primarily near the exits, to facilitate an emergency evacuation. If there are seat belts, they must be fastened. Pupils' movements are prohibited during journeys. Pupils must wait for the coach to come to a complete stop before getting up from their seat. Eating and drinking are prohibited in coaches.

6- In the street, ensure that the line remains close, moves calmly, on the housing side and not on the roadway side. Be particularly vigilant when crossing streets. When crossing a road at a pedestrian crossing, parents must place themselves on the side from which vehicles are coming.

7- Your language must be correct and suited to the age of the children, as must your attitudes.

8- Absolute prohibition on smoking in the presence of children.

9- The use of mobile phones must remain exceptional and limited to situations necessary for supervising the outing, particularly in the event of an emergency or to contact the teacher.

10- Accompanying parents must neither photograph nor film pupils on their own initiative. Any photography must have been expressly authorised by the teacher and respect the families' image rights authorisations. Photos or videos taken during the outing must under no circumstances be kept, shared, transmitted to other persons or disseminated on social networks by the accompanying parents.

11- During a visit, avoid giving the answers; let the children search.

12- Accompanying us means looking after the class group or a group of pupils and not one's own child.

13- As an accompanying parent, you are bound by an obligation of discretion and confidentiality concerning all information, situations or behaviours of which you may become aware during the outing or activity. Information concerning a pupil, their family or a member of staff must not be commented on or disseminated to other parents or third parties, particularly on social networks. Any particular situation or difficulty observed must be reported directly to the teacher.

Thank you for your availability, your vigilance and your commitment alongside the team to ensure the smooth running of the outing and the safety of the pupils!

Date of the outing: Signature of the parent: