

RULES OF PROCEDURE

NB: This document is not definitive, the schedules and the functioning within the school are likely to evolve and may be changed at the beginning of school year 2019/2020.

The EFSR is a private institution providing education in line with the curriculum and with the objectives of the French Ministry of Education.

A. Collective life and communication

1. School frequency

Nursery School

The student is required to:

- Arrive on time
- Attend courses regularly to integrate and develop social relationships with peers (an important goal of kindergarten)

Elementary School

The student is required to:

- Arrive on time
- Attend courses regularly
- Complete homework (Elementary School homework shouldn't take more than about half an hour per day)

Any absence or lateness must be justified by a message or a call from parents to the secretary of the school. In case of recurrent or unjustified absence or lateness, an advisory letter will be sent to the parents. If the situation persists, it will be recorded in the pupil's academic record.

In case of delay, the accompanying person is asked to pick up a "late ticket" from the secretariat and hand it to the teacher.

2. Evaluation of school work and discipline

In the Nursery and Elementary classes the evaluation of the school work give an overview of the evolution of the child in their learning, behaviours and social relations. A quarterly report is given to parents with the teacher's assessment of the progress of the child.

3. Information and communication with students' parents

Information from the school to parents is disseminated through the liaison notebook and through billboard notices, flyers and emails. Members of the school community, students, parents and school staff, should refer the billboards at the school gate regularly. Parents can communicate through notes. They can ask for a private meeting with their child's teacher or with the school director. Parents are encouraged to first contact their child's teacher with any query or concern regarding their child. At the beginning of the school year a parents meeting is organised in each class to present the work and the pedagogical functioning for the coming school year.

The school website also contains a lot of information: <http://ecolefr-siemreap.org>

4. Discipline

The school is an educational place where the respect of people and goods is learned. Compliance with the instructions given is a part of the same approach, as is politeness and courtesy.

- In the case of difficult behaviour of a child, the parents are informed by the teacher or the director. A class isolation measure can be taken.

Sanctions:

In the event of non-compliance, the student may be required to:

- Leave the class or group momentarily (in particular to enable the child to become calm)
- Repair (apologise, cleaning, etc.)

- Carry out additional work or work explaining the difficult behaviour
- Copy part of the rules of procedure

When the situation is worrying, a teacher's council is set up to studying the case of the child and to find possible solutions. The parents will also be summoned.

- Risky games and dangerous or aggressive behaviour are prohibited.
- Dangerous, flammable or toxic objects are prohibited on the school grounds, just as electronic devices.
- Valuables are highly discouraged on the school grounds (electronic games, jewellery, laptops, cards games, figurines etc.)
- Personal clothing and other items must be marked by the student's name.
- Sober and practical attire which is appropriate to any activities within the school day is required (avoid shoes with high heels, disguise, makeup, jewellery: in particular dangling earrings).
- The students must respect the equipment of the school (any abuse or breakages is sanctioned and financial compensation can be requested from the parents)

B. Pedagogical and educational organisation

1. School council

A school council meets every trimester, makes assessment on the functioning of the classes, examine about classes' projects, and can discuss possible solutions for the problems encountered by one or several children. This council consists of the members of the parents' association office (APE), teachers, parents' delegates and the Head of the Establishment who chairs the meeting and sets the agenda.

2. Academic pace

	Nursery school (PS, MS, GS) Elementary school (CP, CE1, CE2, CM1, CM2)	
Days	Monday, Tuesday, Thursday, Friday	Wednesday
Morning reception	Gate opens at 7:50 am	
Morning schedule	From 8:00 am to 11:30 am	From 8:00 am to 12:00 am
Morning output	11:30 am	12:00 am
	The children are handed over to the person authorised and designated on the access authorisation form to take them back home.	
Lunch time/canteen	From 11:45 am to 1:30 pm (registered students can take their packed lunch at school under supervision)	Students return home (no school in the afternoon)
Afternoon reception	From 1:20 pm	
Afternoon schedule	From 1:30 pm to 3:30 pm	
Afternoon output	3:30 pm	
	The children are handed over to the person authorised and designated on the access authorisation form to take them back home.	

High school schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
From 8:00 am to 11:30 am	Middle School High School				
Lunch break					
From 1:30 pm to 3:30 pm	Middle School High School	Middle School High School		Middle School High School	Middle School High School
From 3:30 pm to 4:30 pm		High School			High School

3. Facility access

Persons entering and leaving the school premises are monitored on a daily basis. **It is requested not to remain in the school grounds at the class exit times, 11:30 am (12:00 pm on Wednesdays) and 3:30 pm.**

In the nursery classes, children are handed over by their parent, legal guardian or other authorised person as per the "Access authorisation form" completed on registration with the school, to the teaching or supervisory staff in charge of the class. After the morning and afternoon classes, the pupils shall be handed over by the teaching or supervisory staff to their parent, legal guardian or other authorised person (as above). Any child(ren) who are remaining at school for the canteen over lunchtime at the request of the parents or legal guardian are handed over to the canteen service staff.

In the elementary school, after the morning and afternoon classes, the students leave the school under the supervision of the teacher to the boundary of the school premises (the gate), after handing the child over to an authorised person (as above) the responsibility for the child is assumed by the parents or any other authorised person collecting them. Any child(ren) who are remaining at school for the canteen over lunchtime at the request of the parents or legal guardian are handed over to the canteen service staff.

Any non-authorised person is forbidden to enter the school grounds. Persons other than parents (family, nanny, driver, etc.) must be listed in the "Access authorisation form" binder of our guardian if they are allowed to pick up the pupil.

Respect of entry and exit times: after 8:00 am and 1:30 pm, a "late ticket" will be required to enter the classrooms.

The entry and exit times of the school are clear: after 8:00am for morning classes and after 1:30pm for afternoon classes, children will no longer be accepted. Teachers' responsibility ends from 11:30am to 1:30pm and after 3:30pm. At 11:45 am, children who have not yet been collected from school by an authorised person are taken care of by canteen supervision (service charged). At 3:45pm, they are taken care of by the service of the homework assistance (service also charged).

It is strictly forbidden to park in front of the school gate.

Movement of classes between lessons:

- All movements must be carried out in a calm atmosphere to preserve the safety of everyone.
- Playtime is supervised by teachers or supervisors.

Out-of-school rules:

- Students are forbidden leave the school during the day without exceptional written permission from their parents. The letter has to specify how the child will be taken in command by the family.

In case of exceptional output with a parent during the class time (sickness, appointment), a discharge of liability should be signed at the office.

- For any school trip (museum or other) provided to families, teachers can ask parents for assistance to supervise students (their co-operation is necessary).

C. Health and safety

1. Safety

Each year, two evacuation exercises/drills are organised as a preventive measure. The students evacuate the school in a calm manner following the instructions of the teachers or of the staff present.

A confinement exercise is also organised at the beginning of the school year.

2. Insurance

School insurance is compulsory. The EFSR subscribes to a school insurance with the CGEA company for all the families who do not have an existing liability insurance for their child(ren).

The cost is 50 US \$ per child payable by each family.

NB: The school insurance covers the physical and material damages that children are likely during school activities and extracurricular activities.

3. Health

Snacks have to be healthy balanced. We strongly discourage appetizers biscuits, sweets and crisps.

In the case of an accident or illness, the school contacts the family and depending on the emergency, the student can be referred to a medical centre. If the child contracts a contagious disease, the family must immediately inform the school and the child must not attend school until no longer contagious for their peers.

4. The image right

The EFSR team asks parents to respect the image rights and not to release photos and videos of children, other than their own, without the consent of the family concerned. The authorization completed on the registration form of your child concerns only an internal use at the institution.

These rules of procedure are communicated to all members of the educational community. The registration as a student by his/her family means that he or she adheres to this regulation and undertakes to abide by the terms.