



CAMBODGE

សាលាវៀនបារាំង
**Ecole Française
de Siem Reap**
An International School

Information booklet 2024-2025 School year

ÉTABLISSEMENT
PARTENAIRE



aefe

Agence pour
l'enseignement français
à l'étranger

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1. Introduction

The French International School of Siem Reap welcomes students from all backgrounds.

It caters for French, Khmer and other nationalities who wish to benefit from French educational know-how.

It is a not-for-profit partner school that meets the accreditation criteria guaranteeing compliance with the curricula of the French Ministry of Education. It also meets the international requirements defined by the guidelines of the Agence de l'Enseignement Français à l'Étranger (A.E.F.E) (Agency for French Education Abroad):

French educational excellence for all, underpinned by strong humanist values

This is the fundamental objective of the **Common Base of Knowledge, Skills and Culture** that all pupils must master by the age of 16. This foundation brings together the knowledge, skills, values and attitudes needed to succeed at school and in life as a future citizen of the 21st century, and to achieve personal and professional fulfilment. This ambition is pursued and deepened at lycée, with the aim of fostering **pupils' autonomy** and the development and support of their personal projects, enabling them to **prepare for citizenship** and to **plan for higher education. Innovative and inclusive approaches** as well as **multidisciplinary approaches** are encouraged with the aim of ensuring:

- optimized teaching quality in each subject,
- harmonized development of assessment practices, as part of a culture of positive assessment,
- effective implementation of personalized support in a school/college (Middle School)/lycée (High School) continuum, to ensure that each pupil follows his or her own path to excellence,
- effective and consistent implementation of school and establishment projects,
- a dynamic school and civic life,
- fruitful cooperation with the host country, particularly in the fields of sport and culture.

The humanist values of living together and the principles of secularism, inclusion and equality (equality between boys and girls, between men and women, equal dignity for all...), promoted by the French school system, are passed on and mobilised through teaching, school life and educational projects to bring them to life within schools.

Kindergarten

A specific feature of the French education system and one of the main priorities of the A.E.F.E., nursery school is an essential stage in the journey of pupils to guarantee their success at school. Its main mission is to make children want to go to school to learn, and to affirm and develop their personalities.

The nursery school is a school of success and caring, where children learn and live together. They develop their motor skills and oral language, and begin to discover the written word, numbers, languages and cultures. They learn by playing, thinking and solving problems, practicing, remembering and memorizing. Teaching is organized into five areas of learning:

- Use language in all its dimensions
- Act, express themselves and understand through physical activity
- Act, express themselves and understand through artistic activities
- Building the first tools for structuring thought

- Exploring the world

Language teaching and intercultural dialogue

All French schools abroad promote the French language and culture from a European and international perspective. Multilingualism and cultural plurality are the hallmarks of the entire network, which **offers a wide range of high-quality language courses**.

This language teaching, with its strong cultural roots, nurtures the values of discovering others, understanding each other, openness and cultural diversity, and the ability to 'live together'.

Sharing and cooperating on educational issues

These pedagogical areas are the subject of rigorous academic and didactic research, with the aim of initiating large-scale projects that can be shared throughout the network, and which can form the basis of an ambitious cooperation policy.

Science education, conducted in a cross-curricular and multi-disciplinary way, therefore aims to :

- Encourage investigation and experimentation
- Strengthen the ability to think critically
- Increase the ability to solve problems
- Develop inventiveness and innovation
- Promote a sustainable development approach

Another example is **arts education**, in line with language teaching:

- Enriches pupils' sensibilities and their understanding of artistic forms and genres
- Introduces them to a wide variety of artistic achievements
- Encourages dialogue between works of the present and those of the past, as well as dialogue between cultures and civilizations. Education in the arts is built and developed in partnership with artistic and cultural players, particularly those in the host country.

Language training is adapted to the student's profile, environment and personal project:

For neo-French-speaking pupils wishing to enroll at college (Middle School), it is advisable to discuss with the head teacher the courses and other arrangements to be put in place before enrolling a child who does not yet speak French.

PA-EFSR

The French International School of Siem Reap has been a partner school of the A.E.F.E since 2008 and is managed by a non-profit association (PA board) and headed by the head teacher.

All parents are members of the association, and as such play an active role in the life and decisions of the school. The school's governance is therefore based on a strong partnership between the parents elected to the Board of PA and the school management, which represents the educational institutions.

The EFSR works closely with the French Embassy and the Lycée Français René Descartes in Phnom Penh, as well as with the French school in Battambang.

The PA board determines the management and the running of the school, in consultation with the entire PA and in regular consultation with the head teacher. The board represents the PA and the school in certain administrative matters and/or is responsible for communication.

Come and take part in the decisions that matter for your children's education! ape@ecolefr-siemreap.org

2. Teaching :

Teaching at the EFSR follows the curriculum laid down by the French Ministry of Education and the AEFÉ's main guidelines, which are set out in the School Project that is regularly updated and presented to the School Council.

For details of the programs of the French Ministry of Education, please visit: <http://www.education.gouv.fr/>

3. Language pathways :

Mastery of French, English and one or more other modern languages is a determining factor in the success of future citizens of the world.

Our school is a French school with a resolutely international outlook, and we are committed to welcoming new French-speaking students, which will require the involvement of parents.

The main language of instruction is French, and the EFSR offers language pathways that enable **early learning** of two foreign languages, **English and Khmer**. In cycle 4, **Spanish** is offered as an optional subject to complete the language range.

Throughout their school career, students can choose to follow courses in different modern languages: English, Khmer, Spanish and with **extra-curricular activities (CLAE)**, to prepare our students for international careers.

All EFSR language teachers teach their mother tongue.

The **P.A.R.L.E** scheme of the A.E.F.E. (Parcours Adaptés et Renforcés des Langues Étrangères - Adapted and Reinforced Foreign Language Courses) makes it possible to increase the number of hours of language teaching compared with the number of hours taught in France. (26 hours for primary school instead of 24 hours).

Khmer is taught for 2 hours a week from nursery section (PS - 3 years) and **English** for 2 hours a week from nursery section (MS - 4 years).

The **E.M.I.L.E** (Enseignement d'une Matière Intégrée à une Langue Étrangère - Teaching a Subject Integrated with a Foreign Language) scheme allows English and Khmer to be taught, in addition to the usual hours, across a range of subjects (science, history - geography, PE, plastic arts, etc.) from CP to CM2 for 2 hours a week.

The **DNL** (Non-Linguistic Device) enables the continuity of language courses at secondary level (collège: classes 6°, 5°, 4° and 3°).

The EFSR can therefore offer 3 courses that correspond to the educational plans of the students and their families, and that will be compatible with further studies at the **Lycée Français René Descartes** in Phnom Penh, including the possibility of taking the **French International Baccalaureate**:

- Pathway 1: multilingual French, English, optional Khmer or Spanish
- Pathway 2: French with English as the main language
- Pathway 3: French with a focus on Khmer

Language pathways in primary school: kindergarten and elementary school

| Cycle 1 : from 3 to 6 years old | | |
|---|--|--|
| PS | MS | GS |
| <ul style="list-style-type: none"> • 24 h of teaching in French | <ul style="list-style-type: none"> • 22 h of teaching in French | <ul style="list-style-type: none"> • 22 h of teaching in French |
| <ul style="list-style-type: none"> • 2 h of Khmer language | <ul style="list-style-type: none"> • 2 h of Khmer language • 2 h of English language | <ul style="list-style-type: none"> • 2 h of Khmer language • 2 h of English language |
| <ul style="list-style-type: none"> ➤ Develop the importance of and proficiency in French ➤ Know the language of the host country | | |
| Cycle 2 : from 6 years old to 9 years old | | |
| CP | CE1 | CE2 |
| <ul style="list-style-type: none"> • 20 h of teaching in French | <ul style="list-style-type: none"> • 20 h of teaching in French | <ul style="list-style-type: none"> • 20 h of teaching in French |
| <ul style="list-style-type: none"> • 2 h of English language • 2 h of Khmer language • 2 h of EMILE * : <ul style="list-style-type: none"> ➤ 1 h of English ➤ 1 h of Khmer | <ul style="list-style-type: none"> • 2 h of English language • 2 h of Khmer language • 2 h of EMILE * : <ul style="list-style-type: none"> ➤ 1 h of English ➤ 1 h of Khmer | <ul style="list-style-type: none"> • 2 h of English language • 2 h of Khmer language • 2 h of EMILE * : <ul style="list-style-type: none"> ➤ 1 h of English ➤ 1 h of Khmer |
| <ul style="list-style-type: none"> ➤ Continuing to master the French language ➤ Continuing to learn the language of the host country | | |
| Cycle 3: from 3 to 11 years old | | COLLEGE: second level |
| CM1 | CM2 | 6^e |
| <ul style="list-style-type: none"> • 19 h of teaching in French | <ul style="list-style-type: none"> • 19 h of teaching in French | <ul style="list-style-type: none"> • 19 h of teaching in French |
| <ul style="list-style-type: none"> • 3 h of English language • 2 h of Khmer language • 2 h of EMILE * : <ul style="list-style-type: none"> ➤ 1 h of English ➤ 1 h of Khmer | <ul style="list-style-type: none"> • 3 h of English language • 2 h of Khmer language • 2 h of EMILE * : <ul style="list-style-type: none"> ➤ 1 h of English ➤ 1 h of Khmer | Pathway 1 : <ul style="list-style-type: none"> • 1 h Introductory Spanish • 2 h Khmer • 4 h English Pathway 2 : <ul style="list-style-type: none"> • 1 h Introductory Spanish • 2 h English literature • 4 h English • 1h DNL ** History Geography in English |
| <ul style="list-style-type: none"> ➤ Continuing to master the French language ➤ Deepen knowledge of the host country according to the pupils' personal needs and objectives ➤ Pursue the mastery of a 3rd foreign language according to the needs and personal objectives of the pupils | | |

* *Teaching a Subject Integrated with a Foreign Language*

** *Non-Linguistic Device*

Language pathways in secondary schools

| Cycle 4 : from 12 to 15 years old | | |
|---|--|--|
| 5^e | 4^e | 3^e |
| <ul style="list-style-type: none">• 18 h of teaching in French | <ul style="list-style-type: none">• 18 h of teaching in French | <ul style="list-style-type: none">• 18 h of teaching in French |
| <p style="text-align: center;"><u>Pathway 1</u></p> <ul style="list-style-type: none">• 3 h LVA: English• 3 h LVB: Spanish or Khmer• 3 h optional LVC: Spanish or Khmer | | |
| <p style="text-align: center;"><u>Pathway 2</u></p> <ul style="list-style-type: none">• 3 h LVA: English• 3 h LVB: Spanish or Khmer• 3 h LVC: English language and literature• 1 h DNL history-geography in English | | |
| <p style="text-align: center;"><u>Pathway 3</u></p> <ul style="list-style-type: none">• 3 h LVA: English• 3 h LVB: Khmer• 3 h LVC: Khmer language and literature | | |

* LV: modern language A, B and C

4. The « Diplôme National du Brevet » : French national qualification

The approval of cycle 4 of the college (5^e, 4^e, 3^e) allows EFSR pupils to follow **live teaching** and to present pupils for the DNB (Diplôme National du Brevet) at the end of the 3rd class.

<https://www.education.gouv.fr/le-diplome-national-du-brevet-10613>

The “**diplôme national du brevet**” assesses the knowledge and skills acquired at the end of collège.

It is balanced between assessment of the foundation (continuous assessment) and final examinations. Each subject assessed is the subject of a separate test, except for science (two subjects), and an oral test for school candidates.

5. The « lycée » (High School)

Due to the size of the school and the number of students at present, it is not possible to offer the same courses directly at the EFSR from 2de onwards.

However, in collaboration with the AEFÉ lycée in Phnom Penh, Siem Reap high school students can continue their studies at the Lycée Français René Descartes boarding school.

6. Equivalence between school curricula

Primary school (2 to 11 years): first level: nursery and elementary schools

| French | | | | Khmer | British | Belgian |
|--|-------------|---------------------------------|---------------------------|---------|---------|---------------|
| | Age | Cycles | Classes | | | |
| Kindergarten Maternelle | 2 to 3 yo | Cycle 1 | Très Petite Section (TPS) | - | - | - |
| | 3 to 4 yo | | Petite Section (PS) | PS | - | 1° Maternelle |
| | 4 to 5 yo | | Moyenne section (MS) | MS | - | 2° Maternelle |
| | 5 to 6 yo | | Grande Section (GS) | GS | Year 1 | 3° Maternelle |
| Elementary School Ecole Élémentaire | 6 to 7 yo | Cycle 2 Fundamental Learning | Cours Préparatoire (CP) | Class 1 | Year 2 | 1° Primary |
| | 7 to 8 yo | | Cours Élémentaire 1 (CE1) | Class 2 | Year 3 | 2° Primary |
| | 8 to 9 yo | | Cours Élémentaire 2 (CE2) | Class 3 | Year 4 | 3° Primary |
| | 9 to 10 yo | Cycle 3 Consolidation | Cours Moyen 1 (CM1) | Class 4 | Year 5 | 4° Primary |
| | 10 to 11 yo | | Cours Moyen 2 (CM2) | Class 5 | Year 6 | 5° Primary |

Secondary school (11 to 18 years): second level

| French | | | | Khmer | British | Belgian |
|--------------------------|-------------|----------------------|----------------|-----------|---------|--------------|
| | Age | Cycles | | | | |
| Middle School Collège | 11 to 12 yo | Cycle 3 | Sixième (6°) | Classe 6 | Year 7 | 6° Primary |
| | 12 to 13 yo | Cycle 4 Deepening | Cinquième (5°) | Classe 7 | Year 8 | 1° secondary |
| | 13 to 14 yo | | Quatrième (4°) | Classe 8 | Year 9 | 2° secondary |
| | 14 to 15 yo | | Troisième (3°) | Classe 9 | Year 10 | 3° secondary |
| High School Lycée | 15 to 16 yo | | Seconde (2°) | Classe 10 | Year 11 | 4° secondary |

7. Services included in tuition fees

The medical check-up

Provided for in the internal regulations **depending on the availability of a general practitioner in Siem Reap, it particularly concerns GS and CM2 pupils.**

Complementary Educational Activities (A.P.C.)

The supplementary teaching activities (A.P.C) offered to nursery and primary schools' pupils, with the agreement of their legal guardians, in addition to the 26 hours of weekly teaching, are fully invested in supporting pupils' basic learning, particularly the most fragile, and ensuring that everyone masters the

French language. For example, the one hour per week that teachers devote to A.P.C. is specifically devoted to language and reading skills.

The "Devoirs faits" scheme (homework club)

From the start of the 2023 academic year, the "Devoirs faits" scheme will be made compulsory for all 6^e pupils, with the aims of facilitating their entry to collège, providing them with better support and ensuring that they develop the autonomy they need in their personal work to succeed at collège.

Supporting pupils' success

The personal work done by pupils is crucial to their success at school. This work begins in the classroom, with the acquisition of expected methods and skills; it continues outside the classroom with homework, which enables students to work independently. These lessons and exercises can, however, be a source of inequality between children and a burden on family life.

The aim of "Devoirs faits" is to **offer pupils, in the school, outside school hours, a period of accompanied study, to complete all or part of their homework**. This gives each child the opportunity to work individually, in a quiet environment, to do exercises, repeat lessons or practise their memory and analytical skills, with the possibility of getting help when they need it.

It's also a great opportunity for pupils to learn to work independently: they can question the approaches proposed, look at their own methods, try out what they've understood and reinvest what they've learnt, all the while benefiting, if necessary, from the support of professionals who can give them all the help they need.

In this way, 'Devoirs faits' helps to reduce inequalities in access to knowledge and to raise pupils' general level of attainment.

This provision is offered at our school to support all pupils in cycle 4 (5th, 4th, 3rd).

8. School fees

See "Financial Regulations" document.

9. Registration :

The complete application form must be returned no later than 1^{er} June 2024, together with payment of the registration fee for the year 2024-2025.

After this date, please call the school secretariat on 077 546 044 to make an appointment.

FINANCIAL REGULATION

Any enrollment of a child at the French School of Siem Reap is considered as an adhesion to and respect of the present rules.

Please note: any re-enrolment at the EFSR will be validated only if the registration and tuition fees of the previous years have been paid.

1. Cost of schooling

| | Class | Age | First registration | Re-registration (Annual cost) | CNED registration | School's insurance (compulsory)* | School fee For 2024-2025 |
|------------|----------------------|------------------------|--------------------|-------------------------------|-------------------|----------------------------------|----------------------------------|
| Maternelle | Toute Petite Section | 2/3 yo Born in 2022 | NA | NA | | 50 US\$/an | 2400 US\$/year 800 US\$/term |
| | Petite section | 3/4 yo | 640 US\$ | 295 US\$ | | | 4035 US\$/year 1345 US\$/term |
| | Moyenne section | 4/5 yo | | | | | |
| | Grande section | 5/6 yo | | | | | |
| Primaire | CP | 6/7 yo | 860 US\$ | 335 US\$ | | | |
| | CE1 | 7/8 yo | | | | | |
| | CE2 | 8/9 yo | | | | | |
| | CM1 | 9/10 yo | | | | | |
| | CM2 | 10/11 yo | | | | | |
| Collège | 6e | 11/12 yo | 860 US\$ | 530 US\$ | | | 5265 US\$/year 1755 US\$/term |
| | 5e | > 12 yo | | | | | |
| | 4e | > 13 yo | | | | | |
| | 3e | > 14 yo | | | | | |
| Lycée*** | CNED Seconde | > 15 yo | 860 US\$ | 335 US\$ | 1100 US\$** | 5655 US\$/year 1885 US\$/term | |
| | CNED 1ère | > 16 yo | | | | 5805 US\$/year 1935 US\$/term | |

* Unless proof of the child's civil liability insurance is provided

** Corresponding to the CNED enrolment fee - rate set by the CNED - subject to a slight change in CNED rates.

*** Enrolment in 2nd and 1st class are subject to conditions

2. Annual registration fees

An enrolment fee is payable for each child enrolled. **Initial registration and re-registration fees are non-refundable.** Pupils in the very youngest class (TPS) are not subject to enrolment fees; an initial enrolment fee will be applied as soon as these pupils are enrolled in the PS.

These enrolment fees are payable by all pupils, including bursary applicants (2nd commission in September). For these pupils, the registration fees will be reimbursed on a pro rata basis as soon as the results of the scholarship committee in Paris are received.

3. CNED registration and associated fees

If it is necessary to postpone the approval of the 3e, the registration fees correspond to a CNED registration via the EFSR plus the school registration fees. If the parents have already registered their child(ren) with the CNED, a school registration fee of US\$ 860 (1st registration) or US\$ 335 (re-registration) will be due.

4. Compulsory school insurance

The EFSR will provide school insurance for all families who can't provide civil liability insurance for their child(ren). School insurance covers personal injury and property damage caused by the child during school time and extracurricular activities. Personal attestations and details of the insurance policy are available upon request.

5. Discount for families

Upon entry into the Petite Section, a reduction in tuition is applied: US\$100 per term for the second child enrolled, US\$150 per term for the third child enrolled and US\$200 per term for the fourth and subsequent children. This **discount is not applicable for students in "Toute Petite Section" (TPS).**

6. School fees

These costs include:

| <u>Nursery school</u> | <u>Elementary school, 6th, 5th, 4th, 3rd</u> | <u>CNED</u> |
|---|---|---|
| <ul style="list-style-type: none"> • schooling • educational materials • school supplies | <ul style="list-style-type: none"> • schooling • teaching materials | <ul style="list-style-type: none"> • registration at the CNED • the follow-up of the schooling by the tutors • the cost of sending homework • printing costs of the courses • teaching materials |

- Medical check-up for GS and CM2 pupils
- Complementary Pedagogical Activities (APC) for nursery and primary schools' pupils
- The "Devoirs Faits" scheme for cycle 4 pupils

These fees do not include

- School supplies, except for nursery (pens, erasers, compasses, etc.)
- Some school outings
- Textbook rental for 6th, 5th, 4th and 3rd grades (US \$50 for the start of the 2024 school year)
- Reading required by the secondary school curriculum

- **The canteen**

The EFSR offers a service to welcome and supervise pupils during the lunch break, which operates every day except Wednesdays. Two options are available: a supervision service for children with their own lunch box and a meal tray service including supervision.

➤ **Lunch box**

The lunch provided by parents will be refrigerated and then reheated if necessary at lunchtime by the school's assistants.

A package at the preferential rate of \$1.50 per meal is offered and invoiced per term for parents who wish to have their child eat at school:

- Term 1 - 54 meals: \$81
- Term 2 - 41 meals: \$62
- Term 3 - 45 meals: \$67.50

Occasional registration is also possible at a cost of \$2 per meal.

➤ **Newrest - meal service**

Meals can be provided by the school via the external service provider Newrest.

Newrest offers balanced meal trays that meet food safety standards (cold chain, hot chain, etc.). The meal consists of a starter, an Asian or Western dish (alternating), a dessert, bread and rice.

Any food allergies will be considered (there are no nut-based products).

| Tarif par repas, surveillance incluse / Price per meal, supervision included (0.75 \$) | |
|--|---------------|
| Catégorie/ Category | Tarif / Price |
| Moins de 7 ans/ under 7 yo | 3,25 |
| De 8 à 14 ans / from 8 to 14 yo | 3,75 |
| 15 ans + et adultes /15 yo + and adults | 4,1 |

Every Friday, subject to advance registration, parents can sign up to share the meal with their child(ren).

- **Supervised study at primary level (études encadrées)**

To help French-speaking or neo-French-speaking pupils, the EFSR has set up a supervised study service to support children on their way to academic success. A designated tutor provides ongoing support to give the child the framework he or she needs to perform well, as well as helping him or her with occasional difficulties. Supervised study takes place four times a week after school.

The cost of supervised study is \$4 per session, with a preferential rate available per term (communicated before the start of each term):

- 4 days a week: \$2.50 per session
- 3 days a week: \$3 per session
- 2 days a week: \$3.50 per session

- **Extra-curricular activities (AES)**

From the start of the 2024-2025 school year, the EFSR will have a CLAE: a leisure center associated with the school. Extra-curricular activities will be offered within this new framework.

7. First enrolment during term time

If you enroll for the first time* at the EFSR during the term, the tuition fees will be calculated on the basis of the number of weeks worked remaining in the term. This weekly fee is calculated on the basis of 36 weeks worked over the year. Each week started is due. The family discount does not apply to the weekly rate. This formula does not apply to students already enrolled at the EFSR the previous year. The family discount is not applicable on the weekly rate.

**subject to a first registration fee*

| Class level | Weekly rate |
|-------------------------------------|--------------------|
| PS, MS, GS | 66.50 \$ |
| CP, CE1, CE2, CM1, CM2 | 112 \$ |
| Middle school 6ème,5ème, 4ème, 3ème | 132 \$ |
| High school 2nd grade | 146.25 \$ |
| High School 1st grade | 157 \$ |
| High School Terminale | 161.25 \$ |

8. Payment conditions of the school fees

Termly payments: payment of tuition fees must be made before the start of each term. Payment is by bank transfer only.

- **First enrolment / Re-enrolment:** from 15 March 2024 to 1^{er} June 2025, after which date enrolment is not guaranteed by the school. In the event of difficulty in meeting this deadline, parents are asked to contact the secretariat in advance.
- **School term 1:** from 1 July to 30 August 2024
- **School term 2:** from 15 November to 15 December 2024
- **School term 3:** from 1 March to 31 March 2025

Payment terms:

- All invoices issued are due 15 days after the invoice is issued.
- From the 5^e day of late payment beyond this due date, a first reminder will be sent to you.
- One month after this reminder is sent, a second reminder will be sent to you by the PA treasurer, the aim being to find a solution to your payment difficulties and to set a written commitment, and signed by both parties.

Any difficulty in paying school fees must be reported to the administrative office or the PA so that a payment schedule can be set up.

Please note

- A pupil's enrolment will only be accepted once the enrolment fee has been paid.
- In the event of temporary financial difficulties, families are asked to inform the PA board and the secretariat in writing as soon as possible.

9. Departure during the school year and temporary absence

Any term started is due in full. No refunds will be given for early departure. Furthermore, no reduction will be granted in the event of temporary absence during a term.

1st term: from 1 September 2024 to 31 December 2024

2nd term: from 1 January 2025 to 31 March 2025

3rd term: from 1 April 2025 to 04 July 2025

The PA office

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 2024/2025. Any changes during the school year will be communicated to families by email.

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

The school contributes to the prevention of inequalities. It recognizes that all children share the capacity to learn and grow. It ensures that all children are included in the school. To ensure the success of all, the school is built with the participation of parents.

The EFSR is based on values and principles that must be respected by everyone in the school: neutrality and secularism. Everyone is also bound by the duty of attendance and punctuality, tolerance and respect for others, and respect for the equal rights of girls and boys. Under no circumstances will the use of physical or verbal violence be tolerated. Mutual respect between adults and students, staff and parents, and among students is also one of the foundations of community life.

The school's internal regulations specify the conditions in which the rights and obligations of each member of the educational community are respected. The Charter of Laicity in the School is attached to the internal regulations.

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 from CP to CM2

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 kindergarten and elementary classes: the evaluation of school work allows for the assessment of the child's progress in learning, in behaviour and in his or her social relationships. In elementary classes, a booklet is given to the parents each term. For kindergarten students, a booklet is given twice a year. These report sheets, along with the teacher's comments, are used to assess the child's progress.

Parents are also invited to regularly consult their child's notebooks and folders and to meet with their child's teachers.

In elementary school, parents are asked to read the textbook (or agenda) every day.

3. Parent-school relationships

Parents are members of the educational community. They are permanent partners of the school. The school principal and the teachers organize meetings at the beginning and during the year for the parents; it is essential that parents participate. Parents should be involved in the life of the school through their representatives on the school council. For general information or requests, parents may contact the school principal or the parent representatives. For specific information about their child's school work, parents should request an appointment with the relevant teachers.

4. Information and communication with parents

Information is communicated through the textbook and through notice boards, circulars and emails. Members of the school community, students, parents and school staff should consult them regularly. Parents may communicate through notes. They may request private interviews with a teacher or with the Head of School. Parents are encouraged to contact their child's teacher first for any information or needs regarding their child.

At the beginning of the school year, a meeting is organized in each class to present the work and pedagogical functioning of the school year.

Our website also provides a lot of information: <http://ecolefr-siemreap.org>

5. Discipline

The school is an educational place where respect for people and property is learned. Respecting instructions is part of this same approach, as are politeness and courtesy.

- In the case of difficult behaviour of a child, the parents are informed by the teacher or the school principal. A measure of isolation from the group/class may be taken.

Sanctions: In the event of a breach of the rules, the student may be asked to

- To leave the class temporarily (in order to regain his/her composure)
- To make a gesture of apology (excuse, cleaning, ...)
- To do extra work or work explaining the breach
- To copy a part of the rules of procedure

When the situation is of a worrying nature, a council of teachers will meet and the case of the child will be studied as well as the solutions to be brought. The parents will also be called.

- Dangerous games, dangerous and aggressive behaviour are forbidden.
- Dangerous, flammable or toxic objects are prohibited, as are electronic devices.
- Valuables are not allowed (jewellery, cards, figurines, etc.).
- Clothing and personal items must be marked.

Sober and practical clothing, appropriate for school activities, is required (avoid heels, disguises, make-up, jewellery: especially dangling earrings...).

- Students must respect the school's equipment (any damage will be punished and parents may be asked to pay for it)

- It is forbidden to put meals and snacks in glass containers, in order to avoid breakage and injuries.

6. Birthdays

Birthdays may be celebrated at school with the teacher's approval. The distribution of birthday invitations is accepted provided that all students in the class are invited. If not, it must be done outside of school time.

B. Pedagogical and educational organisation

1. School council

A school council is a compulsory body in all primary and secondary schools. It meets once a term and provides a regular update on the functioning of the school, pedagogical aspects and class projects. This council is made up of teachers, parent delegates, members of the

diplomatic post, the IEN, representatives of the PA office and the school principal, who chairs the meeting and sets the agenda.

2. Academic pace

| Timetable | TPS | Kindergarten and elementary school |
|--|--------------|---|
| Monday, Tuesday, Thursday, Friday | | |
| 7:50 am | Gate opening | Gate opening |
| 8:00 am | Classes | Classes |
| 9:30 à 10:00 am | Recess | Recess |
| 10:00 à 11:40 am | Classes | Classes |
| 11:40 am | Classes end | Lunch break |
| 11:40 à 12:00 am | | Recess |
| 12:00 à 12:30 pm | | Canteen |
| 12:30 à 1:10 pm | | APC and recess |
| 1:00 pm | | Gate opens |
| 1:10 à 3:00 pm | | Classes |
| 3:00 pm | | End of class |
| 3:00 à 3:15 pm | | Recess for students enrolled in AES and homework help |
| 3:15 pm | | Homework help / Extra-curricular activities |
| 4:15 pm | | End of homework help |
| 5:15 pm | | End of AES |

| Timetable | TPS | Kindergarten and elementary school |
|-------------------|--------------|------------------------------------|
| Wednesday | | |
| 7:50 am | Gate opening | Gate opening |
| 8:00 am | Classes | Classes |
| 9:30 to 10:00 am | Recess | Recess |
| 10:00 to 12:00 am | Classes | Classes |
| 12:00 am | Classes end | Classes end |

3. APC

The teachers welcome the students for the APC (Complementary Pedagogical Activities), upon convocation signed by the parents, on Tuesdays or Thursdays from 12:30 pm to 1:05 pm, according to a calendar established at the beginning of the school year.

4. Student supervision

Supervision of students (reception, recess and exit) is divided among the teachers by the teachers' council. A supervision chart is posted in the premises.

5. Facility access

Entrance and exit are controlled daily.

Access to the school grounds is only allowed to parents of children enrolled in kindergarten classes.

In kindergarten classes, children are handed over by the person(s) accompanying them, either to the teaching staff in charge of supervision or to the staff in charge of reception. At the end of each half-day, the students are picked up by the person(s) legally responsible for them or by any person designated by them in writing to the school principal, unless they are taken in charge, at the request of the responsible person(s), by the school lunch service in which the student is registered.

At the elementary school, at the end of the morning and afternoon classes, the students leave the school under the supervision of the teacher within the school premises (up to the gate),

except for the students who are taken in charge, at the request of the responsible persons, by the school catering service in which the student is registered.

Beyond the school premises, parents assume responsibility for their child in the way they choose.

Parents may be received in the administrative office and meet with the administration by prior appointment.

No strangers are allowed on the school premises. Persons other than parents (family, nanny, driver, etc.) must be listed in our custodian's folder if they are authorized to pick up the student.

Respecting entry and exit times: after 8:00 a.m. and 1:10 p.m., a late ticket is required to return to the classrooms.

Teachers' responsibility ends from 11:40am to 1:10pm and after 3:00pm.

At 11:50 am, children who have not been picked up will be taken care of by the canteen supervisor (service charged). At 3:10 pm, they are picked up by the homework help service (also charged).

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

Movement of classes between classes:

- All movement between classes must be done in a calm manner in order to preserve everyone's safety, and under the supervision of the teacher.
- Recess is supervised by teachers or supervisors.

Rules for leaving the school:

- Students should never leave the school alone without written permission from their parents, via the permission form. This form must specify the terms and conditions under which the child will be picked up by the family.

In the event of an exceptional outing with a parent during school time (illness, appointment), a discharge of responsibility must be signed with the secretary.

- Families will be informed of all outings of a class (museum visits or other). The teachers ask for the parents' help in supervising the students (their cooperation is necessary).

C. Health and safety

1. Hygiene and health

- Snacks must be balanced. We strongly discourage the use of crackers, candy, potato chips and soda.

- In case of accident or illness, the school will contact the family and, depending on the level of urgency, the student may be referred to a medical centre. If a child has a contagious disease or requires medication, the family must inform the school immediately and keep the child at home. School personnel are not permitted to give medication to students and children may not be in possession of medication at school.

- Children with a contagious disease will not be admitted to school until they are fully recovered.

- If your child has allergies or chronic illnesses, please indicate this on the registration form. If these children must take medication on a regular and prolonged basis, they must be the subject of a PAI (Individualized Reception Plan) set up jointly by the parents and the educational team. No treatment will be given to children without the establishment of a PAI.

- Hygiene: In the kindergarten and elementary school, the premises are cleaned and aired daily and the sanitary facilities are kept in a perfect state of cleanliness and regularly disinfected.

- Smoking is absolutely forbidden inside the school premises and in the playgrounds during the time the students are in the school and during school outings when children are present.

- In the event of a minor injury, care is provided by the teachers and the ATSEM (Teachers' Assistants). The care register is filled out and information is communicated to parents through the liaison book when the teacher deems it necessary.

- In case of an emergency, a student who has an accident or is ill is directed and transported by the emergency services to the most appropriate hospital. The family is immediately notified by us.

2. Safety

Each year, two to three fire drills are organized as a preventive measure. The students evacuate the premises in a calm and orderly manner, following the instructions of the teachers or staff present.

A fire drill is also planned at the beginning of the school year.

3. Insurance

School insurance is mandatory. The EFSR subscribes to a school insurance policy with CGEA for all families who cannot justify a civil liability insurance for their children. The cost is \$50 per child and is paid by the family.

Note: School insurance covers bodily injury and property damage for which their child is responsible (damage caused) during school and extracurricular activities.

4. Image rights

In the context of respecting image rights, parents are asked not to distribute photos and/or videos of children other than their own, without the consent of the family concerned. The authorization completed when the child registers at the EFSR is for internal use only.

These rules and regulations are communicated to all members of the educational community. The enrolment of a student by his or her family means that the family agrees to respect these rules and regulations.

These rules may be modified in the event of a major health or other crisis.

Le présent règlement intérieur n'est pas définitif : il sera définitivement validé lors du premier conseil d'établissement. Tout changement en cours d'année scolaire fera l'objet d'une communication par courriel aux familles et d'une validation par le conseil d'établissement.

L'EFSR est un établissement privé laïque, homologué (cycle 4 en cours) qui dispense un enseignement conforme aux programmes et aux objectifs pédagogiques du Ministère de l'Education Nationale Française.

Le chef d'établissement a pour mission de le faire respecter et de le porter à la connaissance de tous les membres de la collectivité scolaire, élèves, personnels de l'établissement, parents d'élèves : ces derniers déclarent en avoir pris connaissance lors de l'inscription. L'élève en le signant s'engage à le respecter. Son application fait appel au sens des responsabilités de chacun.

A - Vie collective et communication

Le règlement intérieur d'un Collège-Lycée définit les droits et devoirs de chacun des membres de la communauté scolaire. Il détermine notamment les modalités selon lesquelles sont mis en application : la liberté d'information et la liberté d'expression dont disposent les élèves, dans le respect du pluralisme et de neutralité, le respect des principes de laïcité et de pluralisme, le devoir de tolérance et de respect d'autrui, les garanties de protection contre toute agression physique ou morale, la prise en charge progressive par les élèves de la responsabilité de certaines de leurs activités. Il est voté par le conseil d'établissement et il est porté à la connaissance de tous, notamment des parents lors de l'inscription et par le carnet de correspondance.

Ce présent règlement définit les règles de fonctionnement de la Communauté Educative en application de principes fondamentaux, admissibles par tous:

- respect des principes de laïcité et de neutralité politique, idéologique et religieuse, incompatibles avec toute forme de propagande ;
- devoir de tolérance et de respect d'autrui dans sa personne et dans ses convictions ;
- respect mutuel entre élèves et adultes, et des élèves entre eux, qui constitue un des fondements de la vie collective ;
- garantie de protection contre toute agression physique ou morale, et le devoir qui en découle pour chacun de n'user d'aucune violence, sous quelque forme que ce soit, et d'en réprover l'usage ;
- obligation, pour chaque élève, de participer à toutes les activités correspondant à sa scolarité organisées par l'établissement et d'accomplir les tâches qui en découlent ;
- apprentissage de la citoyenneté par la prise en charge progressive par les élèves eux-mêmes de la responsabilité de certaines de leurs activités à caractère éducatif.

1. Information et communication avec les parents

L'information est diffusée par le biais du carnet de correspondance, tableaux d'affichage, circulaires, courriels et Pronote.

Les membres de la communauté scolaire, élèves, parents et personnels de l'école doivent régulièrement les consulter. Les parents peuvent communiquer par le biais de notes ou Pronote. Ils peuvent demander des entrevues privées avec un enseignant ou avec le Chef d'Etablissement.

En début d'année scolaire une réunion d'information est organisée dans chaque classe afin de présenter le travail et le fonctionnement pédagogique de l'année scolaire.

Notre site internet présente également de nombreuses informations : <http://ecolefr-siemreap.org>

B- Droits et devoirs

Tous les membres de la communauté scolaire ont des droits. Chacun peut les exercer à titre individuel ou collectif en respectant les règles de vie du Collège-Lycée. L'exercice de ces droits ne peut pas porter atteinte aux activités d'enseignement, au contenu des programmes et à l'obligation d'assiduité. Ceux-ci s'exercent dans le respect du pluralisme, des principes de neutralité et du respect d'autrui. Tout propos diffamatoire ou injurieux peut avoir des conséquences graves.

1. Droits individuels et collectifs

Tout élève a droit au respect de son intégrité physique et de sa liberté de conscience. Il a également droit au respect de son travail et de ses biens. Il peut exprimer son opinion à l'intérieur de l'établissement, tant qu'il reste dans les limites du respect d'autrui et dans un esprit de tolérance.

Les élèves disposent de la liberté d'expression dans le respect des principes de pluralité et de neutralité. Ce droit s'exerce essentiellement par l'intermédiaire des délégués. Deux délégués d'élèves sont élus dans chaque classe au début de l'année scolaire. Ils représentent leurs camarades et sont, en particulier, les intermédiaires entre les professeurs, les personnels de direction et d'éducation et les élèves de la classe. Ces délégués élisent leurs représentants au Conseil d'Administration de l'Etablissement.

2. Les devoirs

Chaque membre de la communauté scolaire, jeune ou adulte a sa part de responsabilité dans le bon fonctionnement du Collège-Lycée. Chacun doit trouver sa place en respectant l'autre, son lieu de vie et le travail de tous.

2.1 Assiduité et obligation scolaire

L'obligation d'assiduité consiste, pour les élèves, à se soumettre aux horaires d'enseignement définis par l'emploi du temps de l'établissement ; elle s'impose pour les enseignements obligatoires et pour les enseignements facultatifs dès lors que les élèves se sont inscrits à ces derniers.

Les élèves doivent accomplir les travaux écrits et oraux qui leur sont demandés par les enseignants et se soumettre aux modalités de contrôle des connaissances qui leur sont imposées :

- Un enseignant peut exiger le rattrapage d'un contrôle en cas d'absence justifiée ou non.
- Lorsqu'un élève et sa famille ont choisi un enseignement optionnel, celui-ci devient obligatoire pour l'année scolaire. Seule une décision du chef d'établissement, après consultation du Conseil des Professeurs, peut l'interrompre.
- Les différentes tâches scolaires inhérentes aux études (préparations, recherches documentaires, exercices, apprentissage de leçons, contrôles des connaissances etc..) sont exigibles par le professeur qui peut sanctionner les manquements à leur exécution.
- Les élèves se doivent de venir en classe avec le matériel requis ; en cas d'oubli répété la punition relève de l'appréciation du professeur.
- Tout élève qui a été absent ne peut rentrer en classe sans présenter au secrétariat l'attestation des parents indiquant le motif de l'absence. L'absentéisme volontaire constitue un manquement à l'obligation d'assiduité et peut à ce titre faire l'objet d'une procédure disciplinaire.

2.1.1.1 La ponctualité

Les retards doivent également être exceptionnels, ils occasionnent beaucoup de gêne pour la vie de classe, aussi, il est demandé à chacun de respecter les horaires. En cas de retard, il est demandé à l'élève de venir chercher un billet de retard auprès du secrétariat et de le remettre à l'enseignant.

2.1.2 Contrôle des absences

En cas d'absence, les parents doivent avertir immédiatement par téléphone le bureau administratif (tél. : 077 546 044), puis confirmer par écrit dans le carnet de correspondance ou Pronote le tuteur ou l'enseignant. Si la situation perdure, ces dernières seront inscrites dans le dossier scolaire de l'élève.

2.2 Respect des personnes et des biens

2.2.1 Respect des personnes

Dans tous les cas, un comportement correct et réservé s'impose : attitude, tenue vestimentaire adaptée, langage, etc.

L'usage du tabac, ou assimilé (cigarette électronique) est interdit dans l'enceinte et à proximité de l'établissement.

Toute introduction dans l'enceinte de l'EFSR d'objets dangereux est formellement interdite.

Toute prise de photos et vidéos est interdite sauf autorisation préalable du chef d'établissement.

Au Collège, l'usage d'appareils portables est interdit à l'intérieur de l'établissement (les téléphones portables, les baladeurs, etc ...). Tout élève contrevenant se verra confisquer l'objet incriminé qui ne pourra être récupéré que par le responsable légal, auprès du principal ou du principal adjoint le port de tout couvre-chef dans les lieux couverts de l'établissement est proscrit

Au Lycée, l'usage du téléphone portable, de tablette et/ou d'ordinateur portable est soumis à autorisation préalable de l'enseignant. En cas de dérangement ou d'usage abusif, il sera éventuellement confisqué et restitué aux personnes responsables de l'élève uniquement.

La distribution de tracts et la propagande politique ou religieuse sont interdites.

Les signes ostentatoires, qui constituent en eux-mêmes des éléments de prosélytisme ou de discrimination, sont également interdits.

Sont interdits aussi les attitudes provocatrices, les manquements aux obligations d'assiduité et de sécurité, les comportements susceptibles de constituer des pressions sur d'autres élèves, de perturber le déroulement des activités d'enseignement ou de troubler l'ordre dans l'établissement.

2.2.2 Respect des biens et de l'environnement

Les Lieux, les installations et le matériel scolaire doivent être respectés.

Tout bris ou dégradation, même involontaire, des locaux, du matériel ou du mobilier scolaire entraîne la mise en cause de son auteur et de son responsable légal relativement à la réparation du dommage commis.

Toute substance, objet ou comportement nuisant à la santé ou à la sécurité de l'élève lui-même ou de ses camarades est absolument proscrit.

Par ailleurs nous conseillons à tous de ne pas venir au Collège-Lycée avec des objets pouvant susciter la convoitise. L'établissement ne sera pas responsable en cas de vol ou de perte. Les objets trouvés sont déposés au bureau administratif.

C- Discipline

L'école est un lieu éducatif où s'apprend le respect des personnes et des biens. Le respect des consignes données relève de cette même démarche, de même que la politesse et la courtoisie. Le non-respect des points sus cités peut amener à différents types de sanction.

La punition constitue une réponse immédiate en cas de perturbation, de manquement aux obligations de l'élève : assiduité –ponctualité –travail scolaire ou de non-respect du règlement...

Elles peuvent être proposées par tous les personnels de l'établissement sous couvert de la responsabilité et de l'appréciation du chef d'établissement :

- Mises en garde orales.
- Obligation de présenter des excuses orales ou écrites.
- Mises en garde écrites sur le carnet de correspondance.
- Devoir supplémentaire.
- Convocation des responsables de l'élève.
- Heure(s) de retenue primant sur les activités personnelles.

La sanction doit avoir un but éducatif. Elle ne peut être qu'individuelle et proportionnelle en fonction de l'importance de l'erreur commise. Toute fraude ou tentative de fraude se verra sanctionnée.

L'échelle des sanctions est la suivante :

- Travail supplémentaire visé par le professeur
- Rappel à l'ordre verbal : dialogue, médiation et/ou prise d'engagement écrit avec la Direction.
- Retenue avec devoir supplémentaire et/ou avertissement du professeur.
- Avertissement donné par le professeur ou la Direction.
- Trois avertissements cumulés dans l'année conduisent à un jour d'exclusion, d'inclusion ou de travail collectif.
- Une exclusion peut aller d'un à trois jours. Dans le cas où la retenue n'est pas effectuée par l'élève et qu'aucune excuse ou justification écrite des parents n'est fournie, l'élève est passible d'un jour d'exclusion.
- En cas de faute grave (violence, tentative de vol, vol, racket, menace, irrespect, pression de groupe, dégradation, falsification ou dissimulation de documents, port d'objets ou de produits dangereux...), une sanction lourde pourra être appliquée directement, sans suivre la progression prévue. Dans ce cas, les sanctions appliquées selon la gravité seront :

Trois jours d'exclusion.

Une semaine d'exclusion.

En cas de récidive grave, les sanctions peuvent mener à l'exclusion définitive de l'établissement.

Les retenues, encadrées par un membre de l'équipe éducative, se déroulent le mercredi après-midi, sans possibilité de dérogation. Elles sont prononcées par le chef d'établissement en accord avec l'équipe enseignante, à la suite d'atteintes aux personnes ou aux biens ou de manquements graves aux obligations des élèves, en particulier en cas de refus de faire une punition. Des mesures de prévention, de réparation ou d'accompagnement peuvent être prononcées par le Chef d'Etablissement en complément de toute sanction.

Une mesure de responsabilisation peut être prise : elle a pour objectif de faire participer les élèves en dehors des heures d'enseignement à des activités à des fins éducatives. Elle peut consister en l'exécution d'une tâche. Exclusion temporaire de la classe d'une durée maximale de huit jours. Exclusion temporaire de l'établissement qui ne peut excéder huit jours.

D- Organisation pédagogique et éducative

1. Conseil d'établissement

Un conseil d'établissement est une instance obligatoire dans tout établissement scolaire du premier et du second degré. Il se réunit une fois par trimestre, permet de faire un point régulier sur le fonctionnement de l'école, les actions pédagogiques comme les projets de classe et peut éventuellement chercher des solutions face aux problèmes rencontrés par un (ou des) enfants de la classe. Ce conseil est constitué du Chef d'Etablissement qui préside la séance et fixe l'ordre du jour, des enseignants, des parents

délégués, de l'Inspecteur de l'Education Nationale (IEN) et, sur invitation, des membres du poste diplomatique et autres acteurs de la communauté française si requis.

2 Horaires

| Horaire du secondaire/CNED lycée | | | | | |
|----------------------------------|---------------|---------------|---------------|---------------|---------------|
| | Lundi | Mardi | Mercredi | Jeudi | Vendredi |
| 08h à 11h40 | Collège Lycée | Collège Lycée | Collège Lycée | Collège Lycée | Collège Lycée |
| Pause repas | | | | | |
| 13h10 à 15h00 | Collège Lycée | Collège Lycée | | Collège Lycée | Collège Lycée |
| 15h00 à 16h15 | Collège Lycée | Collège Lycée | | Lycée | |
| 15h00 à 17h15 | Collège Lycée | Collège Lycée | | Lycée | |

3 Accès, déplacement hors et dans l'établissement

3.1. Entrées et sorties de classe

Les entrées et les sorties sont contrôlées de manière quotidienne. **Il est demandé de ne pas rester dans l'enceinte de l'établissement après la sortie des classes, soit à 11h40 (12h00 le mercredi), 15h15, 16h15 et 17h15. Dès la sortie après le dernier cours, les élèves quittent l'établissement et se retrouvent sous la responsabilité des parents.**

Retards

Respect des horaires d'entrée et de sortie : après 8h00 et 13h10. En cas de retard, une signature au carnet de correspondance du secrétariat est requise pour gagner les salles de classe.

La responsabilité des enseignants s'arrête de 11h40 à 13h10 et après 15h15, 16h15 et 17h15. Si l'élève n'a pas d'autorisation de sortir seul(e) signée par le responsable légal, tout retard à 11h50, 15h10, 16h25 et 17h25 seront facturés 3\$: les élèves non récupérés à la pause méridienne sont pris en charge par la surveillance de cantine, et en fin de journée par l'aide aux devoirs ou le secrétariat.

Absences

Dans le cas d'une **absence prévue d'un enseignant**, l'élève a la possibilité, si ses parents l'y autorisent, de rentrer à son domicile dès la fin de son dernier cours. Dans le cas contraire, il se rend en Salle d'étude où sa présence est contrôlée. Sans autorisation parentale préalable, l'élève n'a la possibilité de quitter l'établissement que si ses parents viennent le chercher en se présentant au secrétariat.

Dans le cas d'une **absence imprévue d'un enseignant**, l'élève ne peut quitter l'établissement que si son responsable vient le chercher au secrétariat et que s'il n'a plus cours.

Règles de sortie hors de l'établissement :

- Les élèves ne doivent jamais quitter l'établissement en cours de journée sans une autorisation exceptionnelle écrite par leurs parents. Celle-ci doit préciser les modalités selon lesquelles l'élève sera pris en charge par la famille.

En cas de sortie exceptionnelle avec un parent durant le temps scolaire (maladie, rendez-vous), une décharge de responsabilité doit être signée auprès du secrétariat.

- Toute sortie des élèves d'une classe vers l'extérieur (visite de musée ou autre), fait l'objet d'une information aux familles. Les enseignants sollicitent l'aide des parents pour l'encadrement des élèves (leur coopération est nécessaire).

La gestion des déplacements dans l'établissement

Dès l'arrivée au portail, il rentre tout de suite dans l'établissement. Dès la sonnerie annonçant le début de la récréation, les élèves rejoignent la cour évitant toute présence non justifiée dans les couloirs, et circulation intempestive. De la même façon, ils ne s'attardent pas aux sanitaires. A la sonnerie de début de demi-journée et de fin de récréation, les élèves se rangent dans la cour à l'emplacement prévu pour leur classe.

Aucune personne étrangère n'est autorisée à pénétrer dans l'enceinte de l'école. Les personnes autres que les parents (famille, nounou, chauffeur, ...) doivent être obligatoirement répertoriées dans le classeur de nos gardiens si elles sont autorisées à venir chercher l'élève. Les parents sont autorisés dans l'école sur rendez-vous préalable avec l'enseignant, la direction ou le secrétariat.

Il est formellement interdit de se garer devant le portail de l'école.

4. La gestion des activités pédagogiques

Sorties pédagogiques

En cas de sortie pédagogique, si l'élève n'a pas remis à temps le formulaire d'information et d'autorisation complété par ses parents, il reste à l'EFSR jusqu'à l'heure de sortie prévue par l'emploi du temps. Lors des sorties, il doit avoir une attitude correcte et discrète. Les élèves doivent prendre conscience que le règlement intérieur du Collège-Lycée s'applique de la même façon, lors de ses déplacements (sortie d'un ou plusieurs jours au Cambodge comme à l'étranger, le jour comme la nuit). Ils prennent soin de ne pas apporter en sortie leur téléphone portable et tout autre matériel non scolaire (MP3, MP4, tablette, enceinte, ...)

5. Le carnet de correspondance

Chaque élève recevra un carnet pour faciliter le partenariat entre vous, parents, et nous, équipe enseignante et administration. Vous y trouverez des renseignements pratiques et des informations sur la scolarité de votre enfant. C'est en collaborant tous conjointement que la réussite scolaire sera au rendez-vous. Vous pourrez retrouver beaucoup de ces informations sur Pronote

Les élèves doivent toujours avoir ce carnet avec eux, il peut leur être demandé n'importe quand par la direction, les enseignants et l'équipe administrative.

E- Hygiène – santé - sécurité

1. Sécurité

Chaque année, deux exercices d'évacuation incendie sont organisés à titre préventif. Les élèves évacuent les locaux dans le calme en suivant les consignes des professeurs ou du personnel présent. Un exercice de confinement est prévu en début d'année scolaire également.

2. Assurance

L'assurance scolaire est obligatoire, l'EFSR souscrit une assurance scolaire auprès de CGEA pour toutes les familles ne pouvant justifier d'une assurance responsabilité civile pour leur(s) enfant(s). Le coût est de 50 US \$ par enfant : il est à la charge des familles.

NB : L'assurance scolaire couvre les dommages corporels et matériels dont leur enfant serait responsable (dommages causés) durant les activités scolaires et extra-scolaires.

3. Hygiène et santé

Les goûters doivent être équilibrés. Sont fortement déconseillés les biscuits apéritifs, bonbons, chips et sodas.

En cas d'accident ou de maladie, l'école prend contact avec la famille et suivant l'urgence, l'élève peut être dirigé vers un centre médical. Si une maladie contagieuse apparaît chez un enfant, la famille doit en informer immédiatement l'école.

4. Droit à l'image

Dans le cadre du respect du droit à l'image, il est demandé aux parents de ne pas diffuser photos et/ou vidéos d'élèves, autre que le leur, sans consentement de la famille concernée. L'autorisation complétée lors de l'inscription de l'enfant à l'EFSR concerne uniquement un usage interne à l'établissement.

Le présent règlement intérieur est communiqué à tous les membres de la communauté éducative. L'inscription d'un élève par sa famille, signifie qu'elle adhère à ce règlement et qu'elle s'engage à en respecter les termes.

Ce présent règlement est susceptible d'être modifié en cas de crise majeur : sanitaire ou autre.

SCHOOL INSURANCE

School insurance is compulsory for families who cannot provide civil liability insurance for their child(ren). The EFSR will subscribe to CGEA group insurance on behalf of all families who do not have civil liability insurance already.

A. The guarantees

1. Choice of the field of application

The benefits of this contract apply, depending on the plan chosen:

- During school activities:

For events occurring during school activities, extracurricular activities, and unpaid internships organized by the institution attended or under its responsibility, during the shortest distance, round trip, from home to the place where these activities and internships take place.

- Extracurricular activities:

For events occurring in the family and private life, during school vacations, vacation classes, and internships organized by the institution attended.

2. Choice of coverage

School, travel and extracurricular.

3. Personal liability of the child

This covers the financial consequences that may befall him/her due to damage he/she may cause to third parties, including other students at the school.

4. Individual accident insurance

This allows for the payment of a capital sum to the student in the event of permanent bodily injury and in the absence of any responsible party.

5. Supplementary accident coverage

This is in addition to the basic and supplementary insurance plans and/or any other insurance coverage provided by the parents. In the absence of any parental insurance, the CGEA will cover 50% of the costs incurred.

6. Assistance

Assistance is provided during all school and extra-curricular activities.

Following an accident or illness and on medical advice, the Company organizes and pays for the insured's transportation to his or her home abroad or to a hospital adapted to his or her state of health.

The Company will pay the additional transportation costs of the insured's family members if, due to repatriation, they cannot use the means initially planned for their return to their home abroad. The guarantee also provides for the cost of remedial training after an accident, from the 31st day of absence and for a period of 6 months.

7. Psychological assistance

In the event of a serious bodily injury, the Company provides a listening and psychological assistance service, 7 days a week and 24 hours a day. The service is provided in complete confidentiality by qualified psychologists.

B- Insurance coverage

| | COVERAGE |
|--|---|
| CIVIL LIABILITY | |
| Personal injury | 4 600 000 € |
| Material damage (deductible: 50 €) | 300 000 € |
| Defense in front of civil, commercial or administrative jurisdictions. Defense of civil interests in front of criminal courts. | Costs to be borne by the Insurer, unless the limit of coverage is exceeded. |
| RELATED PERSONAL ACCIDENT | |
| Death <i>Limited to €10,000 for funeral expenses for any insured under the age of 12.</i> | 15 000 € |
| Permanent disability, above 10% (according to company scale) | 45 000 € |
| ADDITIONAL COVERAGE | |
| Tooth, a denture broken | 200 € |
| Fracture of glasses, glass, frame or lens | 300 € |
| Medical and Hospitalization Expenses | 10 000 € |
| Cost of transportation | 300 € |
| Cost of prostheses and orthopaedics (other than teeth and glasses) | 400 € |
| Fees of one year of schooling in case of the death of the head of household | 1 000 € |
| ASSISTANCE | |
| Daily school refresher | 50€/maximum 2000 € |
| Sanitary repatriation | Real cost |
| Search and rescue costs in mountain area | 750 € |
| Evacuation costs, as a result of winter sports accident | 150 € |
| Transmission of messages, dispatch of medicines | Guaranteed |
| Provision of a flight ticket for a relative | Real cost |
| Repatriation of the body in case of death | Real cost |
| Psychological assistance | 2 calls per claim and per insured |

C- Reporting procedure

All students of the school are insured with the school, travel and extra-curricular formula A. That is to say, 24 hours a day, 7 days a week, all over the world.

1st case, the student is accidentally injured at school, on a school trip or at home:

The family or school completes the declaration form and sends it to CGEA within 5 days of the event, if possible.

CGEA will acknowledge receipt of the report, issue a file number and indicate the steps to follow. At the same time, if the family has local, French or other health insurance, they will contact their social security organization to obtain coverage for medical care.

The family will then receive a statement of the expenses reimbursed by their insurance company. This statement will be sent to CGEA, which will pay the outstanding balance. If the family does not have health insurance, CGEA will pay 50% of the cost based on receipted invoices, up to the limit of the guarantee. In both cases, the family's bank references (payment in local currency is possible) will be required.

2nd case, the student must be hospitalized due to illness:

Coverage is to be requested from the family's personal insurance (according to their social plan). However, a hospitalization can trigger a repatriation, only the doctors are the decision makers, they must in this precise case, inform Mutuaide Assistance at 33.1.48 82 62 35, give the following contract number 35 526 275 (identical for each child).

3rd case, the student must be hospitalized for more than 24 hours following an accident that occurred at school, on a school outing or outside of school hours:

The school or the family MUST contact Mutuaide Assistance for hospital coverage. Any expenses incurred without the agreement of Mutuaide Assistance will not be reimbursed.

4th case, in case of material damage caused to a third party:

The declaration must reach us within 5 days, with the contact details of the "responsible party" and the "victim".

We intervene upon receipt of the original purchase invoice of the damaged material, the invoice for repair or replacement if the broken good cannot be repaired.

A deductible of 50 € is applicable on the payment for the material damage. This sum is to be recovered from the responsible third party.

The EFSR will provide the accident declaration form.