

HOUSE RULES
2008 –2009

1 Management

The private bi-lingual kindergarten and primary school B. School was declared a company on Sept. 12th 1997 (law of 1901) by the prefecture of the county, (l'Hérault) its aim being, "the early apprenticeship of the English language while fulfilling the demands of the official curriculum of the Ministry of Education."

The company is run by an administrative board composed of a president, a vice-president, a general secretary and a treasurer. Regular supervision is carried out by official organizations who control its activities and have the right of inspection as regards the internal organization.

Neither parents nor staff are members of the administrative board.

No other association connected with the school can be set up without the board's consent.

2 The organization

B. School is a private, secular kindergarten and primary school receiving no state funds and officially listed with the City Hall, the Prefecture and the Inspector of Schools in Montpellier.

It is situated at 10 and 27 Boulevard Berthelot 34000 Montpellier.

School is open from September to July, Monday to Friday, from 8 am to 6.30 pm. A telephone line is open during these times.

The calendar of school holidays parallels the general calendar in the academic area and is available to parents when enrolling and at each new school year .

3 The staff

Administrative personnel

This consists of the head teacher and the deputy head responsible for administration. Any decision concerning teaching, administration or logistics is taken and validated by the administrative staff, who, alone, are entitled to do so.

The management's duties :

- the administration of the school
- the recruiting of staff and officially contracted trainees who are responsible to the management.
- the decision to accept, refuse or expel a pupil.
- to watch over the health, hygiene and safety of the children.
- to draw up the rules of conduct for the school community and establish, with the teaching staff, the pedagogical aims.

The teaching staff and care personnel

The teaching staff is recruited with a minimum level of a university degree in their speciality. English teachers either have a degree in English or are native English speakers

with equivalent experience. Our recruiting criteria take into account an aptitude for teaching and the level of mastery of the language, without discrimination of nationality.

The role of the teaching staff:

- to teach the curriculum according to the National Education System.
- To make assessments of the children's potential and progress.
- To establish and enforce certain rules for the class as a community.
- To watch over the health, hygiene and safety of the children.

The role of the "caring" staff : (recruited with the qualification : "C.A.P. Petit Enfance.")

- to help the teacher organize and supervise the learning activities.
- To watch over the health, hygiene and safety of the children.

Service staff

This is composed of a chef, who cooks the meals on the premises, a kitchen assistant and a linen and hygiene technician.

On recruitment, all members of staff are asked to produce a clean police record and their medical dossier, including a doctor's statement of aptitude for work in the community and vaccination certificates.

4 Conditions for enrolling and leaving.

Enrolling

This takes place in the school with a member of the administration and becomes effective when the completed dossier and payment for all fees and expenses have been given to the staff or, at latest, before the first school day. The initial enrolment will be renewed automatically each year until the child leaves

The documents you need to enrol :

- a registration form with the names, addresses and telephone numbers of the child and his family.
- A photocopy of the "livret de famille" .or the birth certificate and
 - for married parents a marriage certificate
 - for divorced parents a decree of divorce
 - for single parents a certificate of parental rights
- a form of consent to call emergency services , to take the child to hospital and for him to have a general anaesthetic.
- a valid insurance certificate for the school year or 15 euros for the school's insurance..
- The house rules dated and signed at the beginning of each year.
- A form to prove that the child has officially left his previous school
- A doctor's note certifying that the child is apt to be part of the school community and authorizing the use of "Doliprane."
- A photocopy of the vaccinations in the child's "carnet de santé."
- Proof of identity from the person who enrolls the child.

- Payment of school fees and diverse expenses for the year.
- The form citing the names of the persons authorized to pick up the child after school.

It is vital for the registration form to be updated at the beginning of each school year and whenever there is a change in the information given.

Leaving the school

A child might be asked to leave in the following cases :

- if the house rules are broken
- if the child or parents are unable to adapt to B. School
- due to a lack of respect for our employees or for other children
- where there is a conflict with the teaching staff, the administration or the logistics of B.School.

If a child is struck off the register after the trial period of one month following the decision of the management and due to an infraction of the house rules, school fees cannot be refunded. Only for professional reasons, such as a job transfer, will fees be refunded, during the month following the child's departure. A minimum of one month's notice and official justification will be required.

Transfer to a state school

Pupils may transfer to a state secondary school after taking the required entrance examination. (ministerial order of June 12th, 1953.)

5 Requirements during school time

Health

When a child is ill, the administration will phone the parents, and, together, they will decide on a course of action. Parents will be asked to take their child home if his state of health requires it.

If illness has necessitated a temporary absence, a doctor's note must be shown on returning to school.

In an emergency or after a serious accident, the emergency medical service (S.A.M.U.) or fire service will be called, and parents will be alerted immediately. No medication will be given without prescription. The staff reserve the right not to give medication in certain circumstances.

Hygiene

Children must be cleanly and tidily dressed.

For children in nappies, packets of disposable nappies and wipes should be provided by the parents at the beginning of the year. If necessary, this can be supplemented during the year.

Food

Your child should have eaten breakfast at home.

All meals are prepared at school. The menu is given each week to parents. From time to time, parents may provide additional food, if they inform the personnel.

The “goûters” are provided by the parents according to a list made by the teacher at the beginning of the year. The teacher will indicate if this needs to be renewed during the year. Sweets are not allowed at school, except on birthdays and special occasions with the consent of the teacher

Afternoon sleep

This is compulsory for the very young and the “little ones” in the kindergarten section.. It takes place between 12.30 pm and 2.30 pm. with a member of staff on duty. Children should be given a cushion and a blanket for their own personal use during the school year.

Outings

On outings, the children are accompanied by the required number of staff, but parents may also be asked to help. Parents are informed in advance of any outings.

The school’s insurance covers the “outings and transportation” of children.

Parents are reminded of the importance of signing the form permitting outings, at the beginning of the year.

Personal belongings

No toys, except pacifiers, are accepted at school.

No personal belongings may be brought to school without previous permission from the teacher.

Clothes should be marked with the child’s name.

The staff cannot be held responsible for the loss or theft of belongings.

Disciplinary action

Pupils must obey classroom rules and general school rules. Any infringement of the rules may result in the child’s being taken away from his peers during lessons or playtime. If necessary, parents are summoned.

6 The school’s organization

Documents

At the beginning of each school year, the parents will receive the following documents :

- the calendar of school holidays and bank (national) holidays.
- The daily routine of the class
- A list of the child's personal requirements
- The list of "goûters."

Meetings

At the beginning of each school year, parents are invited to a class parent-teacher meeting. Individual parent-teacher meetings are organized when end-of-term reports are given out. Other individual parent-teacher meetings can be arranged by appointment only.

The timetable

A class timetable is given to parents at the beginning of the year.

Very little ones and little ones (TPS and PS)

Lessons 9 to 11.30 am (11.30 am to 12.30 pm = lunch)
2.30 to 5 pm (12.30 to 2.30 pm = sleep)

Middle section and big ones

Lessons 9 am to 12 pm (12 to 2 pm = lunch and playtime)
2 to 5 pm

Juniors

Lessons 9 am to 12.30 pm (12.30 to 1.30 pm = lunch and playtime)
1.30 to 5 pm
Lessons on Wednesday morning 9 to 12 pm

Extra-school hours care (garderie)

From 8 to 9 am and from 5 to 6.30 pm.

School is closed for the day at 6 . 30 pm. Latecomers (after 6.30 pm) will be asked to give 20 euros compensation to teachers for having to stay after school hours. This allowance can in no way legitimise any lateness, which should not become a regular occurrence; out of respect for the teachers. The staff reserve the right, whenever necessary, to contact the nearest police-station, where parents may collect their child.

Wednesday is given over to recreational activities.

The above timetable may vary from one year to the next.

Personal stationery and equipment

A detailed list will be provided on enrolment

School work and marks (grades)

Each child is expected to come to school with the required material and books. He must carry out the written, oral and practical work requested by the teachers. Any absence for a written, oral or practical test which has been arranged in advance must be excused.

7 Fees

Annual enrolment fee : 134 euros for kindergarten
165 euros for junior school

This includes the dossier fee (38 euros), payment for the material (61 euros kindergarten, 92 euros juniors) and the price of tickets for the shows (35 euros). 5 shows minimum per year.

Parents are asked to provide an insurance certificate for their child at the beginning of the year. B.School offers an insurance at 15.24 euros for those without.

A discount of 5% is accorded when one single payment is made for the yearly school fees.

After a trial period of 2 months, and if both parties concur, enrolment is confirmed for the school year. If the child is not accepted at the school after the trial period, only the 2 complete trial months remain payable. Enrolment fees and fees for material cannot be refunded. Only a job transfer or illness and a prolonged absence from school caused by a stay in hospital can be taken into consideration for a refund of school fees.

Fees for schooling

These include extra-school hours care from 8 am. to 9 am. and from 5 pm. to 6.30 pm. and Wednesday morning.

Full time tariff	Total annual payment in euros	Hours
Schooling (excluding lunches & Wednesday afternoon)	3840	Junior 8am.- 12.30 1.30-6.30 Nursery & Infants 8-1.30 2-6.30 pm
Schooling with lunches, excluding Wednesday afternoon	4000	8 am – 6.30 Wednesday 8 am – 1 pm
Schooling with lunches & Wednesday all day	4400	8 am – 6.30 5 days a week
Half time (very little ones & little ones)	Total annual payment in euros	Hours
Schooling (excluding lunches & Wednesday afternoon)	2640	8 am – 11.30 am
Schooling with lunches (excluding Wednesday afternoon)	3000	8 am - 12.30 pm
Schooling + lunches + sleep to 2.30 pm.	3480	8 am – 2.30 pm.

Number of monthly payments

A sliding scale tariff is available for two children or more attending B. School. Pupils of B.School can attend our recreational centre during the school holidays. (Autumn half term, Christmas, February half-term, Spring holiday, July.)

8 Absence, punctuality, safety

Any child who arrives after the stipulated time for school or who is absent must bring an explanatory note from his parents.

No child may leave school before the stipulated time except in an emergency or on a special occasion, and , then, only with the teacher’s permission.

Punctuality is a sign of respect for the teachers and the other children. It is also an invaluable preparation for the child’s future social and professional life.

Parents are asked to wait for their children in the playground so as not to disturb the lessons.

Respect for others and tolerant behaviour are expected of the children.. They should be cleanly and tidily dressed. Provocative behaviour will be sanctioned.

We expect our pupils to respect the environment, which includes the material and equipment in the classroom. Parents of a child who deliberately causes damage will be asked to pay for repairs, and the child will be sanctioned. It is strictly forbidden to throw rubbish on the floor, place objects in the toilets or to dirty or damage the plumbing.

For obvious safety reasons, people accompanying children to and from school should take care to shut the school gate after them. The children’s safety is at stake.

Only people stated on the authorization form are allowed to collect a child after school.. Anyone else must hand a photocopy of his identity card and an “authorization to collect form,” signed by the person responsible for the child, to the secretary;

Safety instructions are posted on the classroom wall. These form part of the material and are to be respected as such. It is strictly forbidden to bring into school any potentially dangerous object or product. It is incumbent on the parents to be particularly vigilant in this respect, as they will be held responsible.

It is strictly forbidden to leave the school buildings in between lessons.

Any infraction of the house rules constitutes a justification for disciplinary action which may lead to expulsion.

The school staff are all committed to respecting these rules and are empowered to insist on their being respected by the school community.

I, the undersigned,declare that I have read the clauses of these school rules.

Date and parents’ signatures : (preceded by “read and ratified”)