

**INTERNAL REGULATIONS 2022-2023**  
**PRIMARY SCHOOL, LYCEE FRANCAIS INTERNATIONAL DE PONDICHERY**

The purpose of these rules and regulations is to facilitate the life of the school community which is composed of staff, parents and students. This community life requires respect for others, for the environment and for certain principles relating to school life. It specifies the rights and duties of everyone in a spirit of secularism, tolerance and mutual respect.

Enrolment in the primary section of the Lycée Français International de Pondichéry implies adherence to these rules and regulations. These rules and regulations can be revised each year and have clauses added to them during the the first School Council meeting. This document will be presented in class and sent by email to the parents of the all the students, both in English and Tamil.

**I: Registration and admission**

Children who are at least three years old on the 31 December of the current year are eligible to attend the school. Younger children may be enrolled subject to availability of places.

**II: Attendance and school obligations**

**2.a. Organisation of the week:**

**Monday, Tuesday, Thursday:** 8am - 11.45am (Maternelle) 8am - 12pm (Elementary) /  
1.50pm - 3.50pm (Maternelle) 2 pm - 4 pm (Elementary).

**Wednesday, Friday:** 8am - 11:45am (Kindergarten) 8am - 12pm (Elementary)

**In elementary school:**

Students are welcomed 10 minutes before classes begin. At the end of classes, children are picked up by their families or, with the parents' authorization, if no one comes to pick them up, they can leave the school alone,

**Clarification on the exiting of the primary school premises:** The responsibility of the school ends at the specific time of exit. Parents are responsible for their child(ren) as soon as he/she/they have crossed the gate. During the time the child leaves the school, the guard ensures his/her/their smooth exit. The guard also manages the entry of parents into the school for which he/she has been given the charge by the Director of the Primary School. The entry and exit of students will be from the rue Victor Simonel.

**For the kindergarten:**

At the beginning of the year a list, of a maximum of 4 authorized persons, will be given to the class teacher for the pick up the children.

**2.b. Attendance and school obligations:**

School attendance is compulsory in accordance with the laws and regulations that are in place; **students are required to participate in all activities organised during school hours.**

**Absences:**

If a child is ill, families are required to inform the primary secretary, the director or the class teacher at the earliest, either orally or in writing, stating the reason for and duration of their child's absence.

**A medical certificate must be presented for an absence of more than three days.**

In the case of a contagious illness, parents must inform the school at the earliest; a certificate declaring non-contagion will be required on the child's return to school.

For any other reason, a leave permission will exceptionally be granted by the Director on written request by the families.

**Late arrivals:**

Parents are requested to respect the school timings and any late arrivals need to be justified. In order to enter the school premises, **students arriving late must enter the school via the primary secretary's office.**

When a student arrives late, the entire class is disturbed and he/she will not be able to engage him/herself in the school activities in a serene manner.

**If a child arrives late for school more than five times, the parents will be summoned by the management.**

### **III: Education and school life**

#### **3.a. General provisions:**

Children attending school must be in good health and have good personal hygiene as well as clothing.

Provocative attitudes, lack of attendance and of safety obligations, as well as any bullying or misbehavior by students (harassment, threats, etc.) susceptible to disrupt teaching and educational activities or to disturb the order of the school, are prohibited.

#### **3.b. Sanctions:**

Any breaching of the school's internal rules and regulations may result in reprimands which are, if necessary, brought to the attention of the families.

#### **3.c. Health education:**

As part of health education and prevention of obesity, snacks are regulated within the school. Only one snack is allowed in the morning. Salty products (chips, etc.) or sweet products (sodas, sweets, etc.) are forbidden.

#### **3.d. Supervision of students:**

The supervision of the students is under the responsibility of the teachers (and the canteen staff during the lunch break) during the time the children arrive at school and upon leaving school. Any accident occurring during the break will immediately be reported to the teachers on duty. They will take the necessary measures and have the parents called right away.

It is forbidden to bring dangerous objects to school that could cause injuries (knives, etc.). It is forbidden to play violent games or games that could cause accidents in the school yard.

The school cannot be held responsible for the loss or theft of objects (game cards, jewellery, etc.). Any object found must be handed in to the class teacher. Parents should ensure that children do not carry any precious objects or money.

#### **3.e Care, medical emergencies:**

The information sheet filled in at the beginning of the year will enable arrangements to be made in the event of an emergency. Families will be informed at the earliest.

Taking medication during school time: Taking medication during school time is forbidden. A PAI (Projet d'Accueil Individualisé) must be drawn up for any medical care to be given to a child.

#### **3.f. Use of the premises:**

Users must ensure that the school premises and equipment are kept clean and in good condition, as well as the environment.

#### **3.g. Concertation with the families and the teachers:**

Communication by e-mail facilitates rapid exchanges between the teacher and the parents. However, a face-to-face meeting can be scheduled by mutual agreement between the teacher and the parents, outside the teacher's school hours.

For all communication with the secretariat: [secretaireprimaire@lfpondichery.net](mailto:secretaireprimaire@lfpondichery.net)

For all communication with the director: [directeurprimaire@lfpondichery.net](mailto:directeurprimaire@lfpondichery.net)

#### **3.h. Insurance:**

Each student regularly registered on the school's roll is insured for all school-related activities. However, as the reimbursement of medical expenses may not be sufficient, it is strongly recommended that a private school insurance be taken.

#### **3.i. Transition to a higher grade:**

Decisions are taken at the end of the school year by the Council of Teachers.

#### **3j. Change of situation:**

**Parents are required to inform the school secretariat at the earliest of any change in their situation: change of address, telephone number, emails, departure, ...**

**Signature of the child**

**parents:**

**Date:**

**Signature of the**