

## SCHOOL RULES

Update: 07 October 2024

### PREAMBLE

La Petite Ecole in Singapore is a multicultural international school dedicated to education and personal development, where each student learns to become a responsible citizen. Its mission is to provide a safe, inclusive and caring environment where students can flourish academically, socially and emotionally. Its values are:

- neutrality, secularism, the duty of tolerance and respect for others in their person and beliefs,
- freedom of information and expression, while respecting pluralism and the principle of neutrality,
- equal opportunities and treatment for girls and boys,
- guarantees of protection against all forms of psychological, physical or moral violence, and the duty that arises for everyone not to engage in any form of violence.

The purpose of these rules and regulations is to ensure the smooth running of the school, the safety of students and staff, and the maintenance of a positive, collaborative learning environment. They define the rights and responsibilities of each member of the community—students, parents, teachers and staff—and establish rules of conduct, communication and use of school resources.

Compliance with these rules is essential to achieving our common goal: creating a space where each child can grow, learn and succeed. The school expects the cooperation of all stakeholders to respect and enforce these principles.

This document will be updated regularly to reflect changes in school policies, legal requirements and the needs of our community.

### 1 - ADMISSION AND REGISTRATION

#### 1.1 Admission to kindergarten

Children whose health and physiological and psychological development are compatible with collective life in a school environment may be admitted to kindergarten. All children who turn 3 by December 31st of the current calendar year must be admitted upon request from their families, subject to availability.

#### 1.2. Admission to elementary school

Admission to elementary school at the start of the new school year is only possible for children who have reached the age of 6 by December 31st of the current year, with the exception of children on a shortened cycle.

#### 1.3 Registration

Registration is processed once the registration form has been completed and all vaccinations have been updated online. In accordance with the school's financial regulations, enrollment is confirmed once the registration fee has been paid.

These registration procedures apply only for the first enrollment at the school. It should be noted that no discrimination of any kind can be made regarding the admission of foreign children to kindergarten and elementary classes, in accordance with general legal principles.

In the event of a change of school, the assessment records from the previous school will be requested.

The school is responsible for maintaining the register of enrolled students. It ensures the accuracy and regular updating of the information recorded in this document.

The online *Eduka* platform allows parents to provide and update, if necessary, all information that ensures the possibility of immediate contact with them (email address, phone numbers, etc.).

## 2 - ATTENDANCE AND COMPULSORY SCHOOLING

### 2.1. Attendance

Enrollment in the school implies a commitment from the family to regular attendance, which is desirable for the child's development and early learning, starting from the first day of school, regardless of the child's age. In case of irregular attendance, the teacher and the principal must meet with the parents.

The school plays a crucial role in the socialisation of the child: every effort must be made to promote the child's well-being. A child who is temporarily disruptive may, however, be isolated for the very short period necessary to restore behaviour compatible with the life of the group. At no time should the child be left unsupervised.

However, when a child's behaviour seriously and persistently disrupts the functioning of the class and reflects an evident lack of adjustment to the school environment, the situation must be reviewed by the educational team, which may implement necessary measures in accordance with the Education Code (e.g., warning, reprimand). A decision for temporary withdrawal from the school may be made by the principal after a meeting with the parents.

In such a case, frequent contact should be maintained between the parents and the teaching staff to ensure the child's reintegration into the school environment as soon as possible.

In cases of significant difficulties, the School Principal remains the key mediator between the teacher and the family

### 2.2. Absence

Regular attendance is an essential component of student success. Absences are recorded daily in the administrative register maintained by the teachers. This register is accessible via the ClassDojo platform.

Any absence must be immediately justified by the child's guardians and reported to the teachers and the school nurse through the ClassDojo platform.

A written request must be submitted to the headteacher for any absence due to personal reasons (family event, early departure for holidays).

### 2.3 School hours and timetables

School staff are responsible for the children entrusted to them:

- from the moment they are welcomed within the school premises

- until they are handed over to the responsible person upon leaving the school: a family member, a previously authorised person, or staff from the school transport company for students registered with the school transport service.

#### ARRIVALS

Class begins at 8:30 a.m.

#### DEPARTURES

Classes end at 3:25 p.m. Mondays, Tuesdays, Wednesdays and Thursdays

Classes end at 11:45 a.m. on Fridays, lunch ends at 12:15 p.m.

students returning by bus are invited to wait in the main hall for the person designated to accompany them on their bus, together with their fellow students on the same bus. The adult in charge of the bus ensures that each child gets on the bus assigned to him/her. Children whose parents come to collect them remain with school staff on the premises.

#### 2.3 School meals

The canteen is optional. Children who are not enrolled in the canteen service must bring a morning snack and lunch every day.

### 3 - SCHOOL LIFE

In accordance with the provisions of article L.141-5-1 of the French Education code, the wearing of signs or clothing by which students ostensibly manifest their religious affiliation is prohibited.

It is reminded that the secular nature of the public education service requires respect for the principles of tolerance and neutrality in political, philosophical, and religious matters.

The school staff must refrain from any behaviour, gesture or word that would express indifference or contempt towards students or their families, or that would be likely to offend children's sensibilities.

Similarly, students, as well as their families, must refrain from any behaviour, gesture or word that would undermine the role or the person of the adult and the respect due to their classmates or their classmates' families.

### 4 - USE OF PREMISES - HEALTH AND SAFETY

All school premises are entrusted to the School Principal, who is responsible for the safety of people and property.

#### 4.1. Hygiene

The premises are cleaned daily and ventilated sufficiently to keep them in a healthy state. Teachers encourage children to practise good order and hygiene on a daily basis.

Children attending the school must be in a good state of health and cleanliness.

Clothes lent to children by the school must be returned, washed and dried, as soon as possible.

For reasons of hygiene and safety, it is strictly forbidden to smoke or throw cigarette butts on school premises.

#### 4.2. Health

Parents should check their children's heads regularly: lice and nits are a scourge that must be kept under control.

For the children's safety, medication can only be administered by the school nurse.

If a child takes the bus, medication is given to the driver (or accompanying staff) in a plastic bag with the prescription. They will then give it to the nurse.

Hydro-alcoholic solution is not used, except in accordance with official instructions.

Other school staff are not authorised to give medicines to children.

In the case of specific illnesses requiring immediate treatment (allergies, asthma, diabetes, etc.), an Individualised Healthcare Plan ("PAI") must be drawn up. The school nurse and the educational team will meet with families to discuss this.

#### 4.3. Safety

Nuts are prohibited.

Safety drills (fire drills) are held in accordance with current regulations. Safety instructions are posted within school premises.

A containment exercise is also scheduled at the request of the French embassy.

#### 4.4. Special arrangements

Teachers determine what personal belongings may be required for activities. Other belongings should not be brought to school. Wearing jewellery is strongly discouraged. Families are entirely responsible for any loss, theft, accident, exchange, etc.

Lollipops and sweets are forbidden.

The child's name must be written on all clothing that he or she is likely to remove, and on any change of clothes. Flip-flops are not allowed; tied sandals or closed-toe shoes are permitted. Children must be properly shod and dressed.

For safety reasons, strollers and baby carriages must be left in front of the school entrance.

Children must not finish breakfast on school premises, in order to keep the common areas clean.

Pets are not allowed on school premises.

The School subscribes to an insurance policy that is intended, if necessary, only to complement the insurance taken out by the parents. It covers risks related to third parties, including students, in the event of bodily and/or material damage when La Petite Ecole's liability is engaged. It does not replace the personal liability of parents, whom we strongly encourage to obtain Personal Liability Insurance for cases where La Petite Ecole's liability may not be upheld (for example, a "collision" between two students in a scuffle would not be covered).

## 5 - MONITORING

### 5.1. General provisions

Students must be supervised continuously during school hours, and their safety must be ensured at all times, taking into account the condition and layout of the premises and school equipment, and the nature of the activities on offer.

### 5.2. Special reception and supervision arrangements

Students are welcomed into the classrooms starting at 8:20 AM.

Supervision is shared between teachers and teaching assistants at the start and end of classes, as well as during breaks.

### 5.3. Welcoming and handing over students to their families

Children must be accompanied to their classrooms in the morning, or handed over to a school adult.

No child is to be left alone on the school grounds or inside the school. Children arriving by school bus are met by a member of staff and accompanied to class.

At the end of each day or half-day, they are picked up by the school bus, by the parents or by any person designated by them in writing, and presented by them to the teacher or principal.

It is up to the teacher or principal to assess whether the designated person is able to assume responsibility for the child. They must be able to prove their identity. From the moment children are handed over to them, they are considered to be placed under the responsibility of the person previously authorised to take charge of the child.

When children are handed over to the school bus, they are considered to be placed under the responsibility of the bus company.

### 5.4. Participation of non-teaching staff

#### 5.4.1. The teacher's role

Some forms of pedagogical organisation require students to be divided into several groups, making it impossible to have a single supervisor.

Under these conditions, the teacher, while taking charge of one of the groups or coordinating the whole program, is relieved of the responsibility of supervising groups entrusted to outside contributors (activity supervisors, physical activity and sports instructors, parents, etc.), provided that :

- the teacher, through his or her presence and actions, assumes permanent pedagogical responsibility for the organisation and implementation of school activities,
- the teacher knows at all times where all students are to be based on the organisation he/she has put in place,
- outside contributors have been officially authorised or accredited,
- outside contributors are placed under the authority of the teacher.

#### 5.4.2. Parents of students

Where necessary, and in order to supervise students during school activities taking place outside the school during school hours, the School Principal may accept or request the participation of parent volunteers.

He/She may also, on the recommendation of the school's teachers' council, authorise parents to provide the teacher with educational assistance.

In each case, the name of the parent, the purpose, date, duration and place of the intervention requested must be specified.

#### 5.4.3. Other participants

The involvement of people who contribute to education as part of compulsory teaching activities is subject to authorisation by the School Principal, after consulting the School's teachers' council.

Outside contributors bring their expertise in a particular field.

## 6 - CONSULTATION BETWEEN FAMILIES AND TEACHERS

Parents are members of the educational community and permanent partners of the school. Their right to information, expression, participation in school life, and dialogue with teachers is ensured, with mutual respect for each party's skills and responsibilities.

Parents take part in School councils through their representative(s), who carry out all the functions stipulated by Decree no. 90-788 of September 6, 1990. They are informed of the school project and any changes to it.

At the start of the school year, each teacher holds an information meeting with the parents of his or her class. Two other meetings are organised during the year to review each child's individual progress.

Additional meetings are possible throughout the year by appointment.

Parents can have a one-to-one meeting with their child's teacher, after making a written request via *ClassDojo*.