



ECOLE FRANCAISE DE BELGRADE
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INTERNAL RULEBOOK FOR PRIMARY SCHOOL

The French School in Belgrade is an institution governed by parents, under agreement with the AEFE (the Agency for French Education Abroad). The education that the school provides and the values it follows come from the French education system, with the application of rules by the French Ministry of Education and homologation by the Agency (AEFE).

Parents have a say via school bodies (Primary School Council, School Council, Board of Management), respecting pedagogical freedom of teachers, as stated in the rulebook.

The French School in Belgrade, as all schools, is a place of education, guidance and preparation for life. Respect for the collective rules is a basic precondition for respect for the others, for development of civic responsibility and for successful education.

Everybody (pupils, parents, pedagogical, teaching and other staff) is obliged to respect the rules of the school community and to see to the rules followed, in order for the school institution to function in the proper way. Each pupil, before signing these rules, will be acquainted with them in the class, and will be obliged to follow them afterwards.

Admission to the French School in Belgrade will be conditioned by the acceptance of these school rules, which have been proposed and adopted by the School Board of Management.

1 – Timetables

The school is open from Monday to Friday.

It is essential that the timetables shown below should be carefully observed.

Nursery	Primary school
Opening: 7h45	Opening: 7h30
A teacher welcomes pupils: 8:00am	A teacher on duty supervises the school playground : 7:50am
Start of lessons: 8:10am	Start of lessons: 8:00am
End of lessons: 1:10pm	End of lessons: 1:00pm
Families pick up pupils at 1:10pm.	Afternoon lessons, once a week for each class: CP: Tuesday 2:15 – 3:15pm CE1: Monday 2:15 – 3:15pm CE2: Friday 2:15 – 3:15pm CM1: Thursday 2:15 – 3:15pm CM2: Wednesday 2:15 – 3:15pm
Meal for nursery or complementary activities (APC*): 1:10 – 1:50pm	Meal for after-school care, after-school activities, extracurricular activities or complementary activities (APC*) 1:00 – 2:15pm
Complementary activities: 2:00 – 3:00pm	Complementary activities: 2:00 – 3:00pm
After-school care: 1:50 – 5:30pm , starting with PS	Extracurricular activities: 2:15 – 3:15pm
	After-school care: 2:00 – 5:30pm , for classes CP to CE2.

2 – Safety:

If parents want to meet any of the teaching, pedagogical or administrative staff, they should make an appointment with them before coming to school. Parents are not allowed to enter classrooms alone. Each parent shall be accompanied by a school employee or a guard.

A few recommendations:

- Students should walk around the school calmly, primarily for safety reasons.
- Running down the corridors is prohibited, regardless of the time of the day.
- No students are allowed to linger inside the school buildings, except during their lessons.
- Students are obliged to leave their classrooms during school breaks and stay in the school playground, library (BCDI), or in case of bad weather, in the assembly hall (*salle polyvalente*).
- During school breaks, students are not allowed to enter classrooms without permission.
- Likewise, students are not allowed to linger in toilets unnecessarily.

Arrival of nursery pupils:

Nursery pupils shall be accompanied by an adult. An adult who brings them to school must not leave them in front of the gate or let them enter on their own.

End of the school day:

2a) For primary school pupils:

Pupils will be accompanied to the gate (Kablaraska Street) when lessons finish at 1:00pm (or 3:15 if they have complementary activities or afternoon lessons). Parents or those authorised by parents are responsible for them from that moment. Families should explain the children that they need to stay inside the school area until they see their parents. When children leave the school, teachers are no longer responsible for them.

2 b) For nursery pupils:

Nursery pupils can be picked up only by parents or people parents have authorised in written form and introduced to the teacher. In case of parents' frequent tardiness, pupils can be temporarily suspended from lessons. There are no specific requirements in view of characteristics or age for the person who can pick up the child after nursery lessons. However, if the teacher estimates that the person does not possess all the desirable characteristics (e.g. too young), they can inform the parents in writing, but they have to respect the parents' decision and choice, which is the parents' responsibility. (Circular Note n° 91-124 6/6/1991 - section 5)

2 c) Permission to leave school before the end of lessons (primary school and nursery)

In case of exceptional circumstances or urgent calls, permission to leave school early must be sought from the Head of the Institution, Primary School Headmaster or the teacher. In these circumstances, children may leave the school early only with a parent who will sign an early pick-up note.

3 – Attendance:

School attendance is compulsory. Every absence should be announced on the first day of absence.

In case of an infectious illness, parents should, upon child's return to school, bring a doctor's certificate that there is no more danger of infection. In case of serious infectious illness (measles, mumps, rubella...), parents have to inform the school immediately. Each absence longer than two days must be justified by a doctor's note.

If a pupil is absent from school four times a month or more, with no serious reason or justification, the Head of the Institution or the Primary School Headmaster will send a warning note to the parents.

Tardiness:

Coming to school on time is one of the basic requirements. Late arrivals disrupt the class work. When late, pupils must go to the secretariat where they will be given a late note which they should hand to their classroom teacher. Three late arrivals may result in the Primary School Headmaster inviting parents for a meeting.

4 – **School life, hygiene and dress code**

- A pupil who comes to school ill will not be allowed to attend lessons.
- In case of suspected child neglect or head lice, the Head of the Institution or Primary School Headmaster can demand from the family to undertake appropriate measures to maintain health in the community.
- Pupils should be tidy and properly dressed, and wear appropriate clothes especially when it is very cold or hot.
- Teachers, teacher’s assistants or school assistants are not allowed to administer medicine to the children, except in case of a ‘PAI’ (Individual Treatment Plan – a procedure authorised for children suffering from chronic illnesses or medical difficulties). No medication is allowed at school or nursery except in case of PAI.
- Sports clothes are required for PE lessons.
- Pupils must throw rubbish into bins in classrooms or school playground.
- Spitting is prohibited.
- Mobile phones or similar accessories (smart watches, tablets...) are not allowed for primary school pupils between 7:50 and 3:15 inside the school area. School cannot be held responsible in case of loss, damage or theft.
- Wearing make-up is not allowed in primary school.

5- **Theft prevention**

Pupils are recommended not to bring large sums of money or valuable belongings to school.

The school will not bear any responsibility in case of damage, theft or loss of the child’s property.

Parents are advised to write the child’s name on the jackets and/or jumpers i.e. on the clothes most usually lost.

Parents must take care that their children bring minimal pocket-money to school: pupils should leave the jewellery and valuable belongings at home (expensive clothes, mobile phones, musical or mobile devices). It is not allowed to have or use a mobile phone between 7:50 am and 3:00 pm inside the school area.

We must draw the parents’ attention to the fact that valuable items might become objects of other students’ greed. The perpetrators will be punished if indisputably recognized. Legal guardians are financially responsible for their children.

7- **Textbooks and Stationery**

Textbook are provided for all pupils at the beginning of the school year. The family will have to replace or pay for any lost or damaged book.

Each primary school student has a correspondence notebook (*cahier de liaison*) they should always have with them. This book is a link between the parents and the school, and it allows the parents to be in touch with the teaching and administrative staff. It allows the parents to receive the information or opinions regarding their children’s education, to make an appointment or to inform a teacher about something. Each piece of information sent to parents by means of correspondence notebook must be signed and returned. The signature is the proof for the teacher that the information was received by parents.

This rulebook will be added to the School Rules of the French school in Belgrade.

PARENT’S SIGNATURE

PUPIL’S SIGNATURE

TEACHER’S SIGNATURE