

The Groupe Scolaire Jean de La Fontaine is a French institution, officially approved by the “Agence Française pour l’Enseignement Français à l’Etranger” and is under the direct supervision of the Embassy of France in Zimbabwe.



Ecole Française de Harare
Groupe Scolaire Jean de La Fontaine



aefe
Agence pour
l'enseignement français
à l'étranger

INTERNAL RULES AND REGULATIONS

- School Rules**
- Financial Rules**

2020/2021

SCHOOL RULES

PREAMBLE

The enrollment of a student in the Jean de la Fontaine School Group implies the acceptance of all the terms of these rules by the student and their parents.

The purpose of the school rules is to establish a climate of trust favorable to work and educate. It defines the rights and duties of each member of the educational community in the spirit of the laws of orientation and program for the future of the school of 1989, April 23, 2005 and the Code of Education.

The internal school rules and regulations, were modified and adopted by the School Advisory council, on 10 December 2020 and are adopted as the rules and regulations in the school.

Every adult must be able to rely on the internal regulations to legitimize their authority by taking responsibility and committing to them.

They outline the rules of code of conduct.

Article L511-1 Code of Education

The obligations of the students consist in the accomplishment of the tasks inherent to their studies; They include diligence and respect for the operating rules and the collective life of the institutions.

Article L511-2 of the Education Code

In the collège and Lycée, students have, in the respect of pluralism and the principle of neutrality; Freedom of information and freedom of expression. The exercise of this freedom should not affect the teaching activities

I- ADMISSION REQUIREMENTS AND SCHOOL FEES

Article 1

The school gives first priority to children of French nationality. Non-French children can be enrolled provided there are enough vacancies. Knowledge of the French language by the parents as well as the child is an advantage.

Article 2

Admission requirements:

All applications will be examined individually.

Nursery school classes:

Depending on available vacancies, we will accept;

- **in the Petite Section class:** Children who are 3 years old and potty trained at the beginning of the school year depending upon availability of places.

- **in the Moyenne Section :** Children who are 4 years old at the beginning of the school year,

- **in the Grande Section :** Children who are 5 years old at the beginning of the school year.

Primary and secondary:

We accept children who:

- either present us with a certificate of schooling issued by their former school provided it is a French School or a related school, accompanied by a certificate showing the classes attended by the child.
- or pass an evaluation test if the pupil is coming from a school with a French syllabus or from a non-French school. The evaluation test will determine the class in which the student will be placed. The final decision on this matter is made by the teacher's board.

In accordance with the recommendations of the AEFÉ, admission to the French School for non-French-speaking pupils must be facilitated by setting up a system for learning French, the language of schooling, the duration of which can be spread over 6 months to 1 year. This system should be maintained throughout the school year, but in a less intensive way.

Article 3

Registrations will be done by the school office upon presentation of the required documents. The vaccination booklet with BCG and DTP (up to date) is compulsory.

Article 4

Each year students must be re-registered in early July to update all information about them. Re-enrollment of the student at the beginning of the school year is subject to the discretion of the head of the school

II- SCHOOL DAYS AND OPENING HOURS

Article 5

The school week is five days long; Saturdays and Sunday are not school days. The school gate is opened at 7.40am every morning from Monday to Friday.

Article 6

Primary School

Timetable: Monday to Friday from **8 am to 1 pm**.

Monday is reserved for remedial classes(APC) from from **2 pm to 3 pm**

Secondary school

The timetable for the secondary school depends upon the different class timetables distributed to each class. All lessons begin at 8am.

Article 7

Monitoring of children by the school staff starts 10 minutes before the beginning of classes and finish 10 minutes after classes. Primary and secondary students are dropped-off and picked-up in front of the school gate. Parents of the Nursery, Primary school and 6ème have to pick up their children within the school premises.

Only students from 5ème to Terminal will be allowed to wait outside for their parents or authorized persons to pick them up. A written authorization letter should be handed in at the school office.

Parents of students in the nursery school should accompany their children to class not more than ten minutes before lessons start. Children in the nursery school should be picked up by their parents or authorized persons (please note that we require a written authorization).

All students (Nursery, Primary, Secondary), are under the responsibility of their parents 10 minutes after classes end.

During lunch, students remain under the responsibility of the school in designated areas. No student is allowed to use the sports facilities without being supervised by an adult. Access to the computer room is strictly forbidden during the lunch break and break times.

No student is allowed on the school premises if they do not have lessons. Parents are required to pick them up on time.

If a student happens to be alone in the school without supervision, he / she must immediately inform the CPE or Headmistress.

Article 8

Parents must respect and observe all school timetables. The school gate closes at 8.00am Lateness is incompatible with the smooth running of the lessons. In case of late arrival, the student should be accompanied by the parent to the student supervisor (CPE).

Any failure to observe the school timetable will be subject to the rules in force in all French learning institutions.

Late arrivals will be noted and the families frequently concerned will be summoned by the Head.

Management of late arrivals:

After 8.00 a.m., access to the class is subject to prior presentation of a 'late slip' issued by the CPE , the head or their Administrative Assistant. Each student must report to the CPE's office or school office for this slip and present it to their teacher. Without this slip, the teacher will not allow the student to enter the class.

Beyond 10 minutes, students in high school will have to wait in the study room for the next class time to enter the classroom, which is 9 am.

Three delays are tolerated per term. The delay counters are reset at the beginning of each term.

When three delays have accumulated, the parents will be summoned by the school head.

If the student is still late during the current term after this convocation, the accounting continues.

When 9 delays per term are accumulated, the student receives a warning.

Warnings about delays are counted throughout the year. The warning counters are reset at the beginning of each school year.

Three warnings result in a disciplinary council and potentially a temporary and / or permanent exclusion from the school.

III - CONDITIONS FOR ATTENDING SCHOOL AND EXTRA CURRICULAR ACTIVITIES

Article 9

Extra-curricular activities are organized in the afternoons for students from CP to Terminale classes. The type and organization of activities will be managed by a committee and a coordinator. Activities may change after each session.

Students staying for activities have to stay at the school from the time they end their lessons to the time they start their activities.

Only external students will be able to leave the school under the pretext of prior authorization.

The extracurricular activities consist of two periods.

Article 10:

A canteen area is dedicated to all children who have activities in the afternoon. Parents are specifically instructed to let staff take care of students during this time.

Collège and Lycée students are allowed to have lunch on the outdoor tables in front of their class but not in the classrooms

Article 11

All students are insured in the event of an accident occurring within the school premises or during school trips, where they will be under the responsibility of people assigned by the head. The insurance policy is available for consultation at the school office.

Article 12

Sick children will not be admitted in class. **The school cannot administer medicine to children.** Parents must inform the school without delay about any contagious diseases affecting their children. If a child falls sick during class, the parents are called to come and collect their child so that they can provide appropriate care.

Article 13

Parents must fill out a form specifying the name of the doctor to be contacted in case of an emergency. In the event of a serious accident, at the beginning of the year, parents must sign an ambulance transport authorisation to be taken to the nearest hospital to the school. The Head of School will take all necessary measures to ensure the safety of the pupil. He will then inform the parents.

Article 14

Any absence from school should have a written justification. Any unjustified absences will result in disciplinary measures been taken. The same applies for any exemptions from classes.

Article 15

Students should wear appropriate clothing to lessons. This is at the teachers' discretion. If this is not adhered to the student will be sent to the Head.

Article 16

All students are required to wear swimming caps during swimming lessons for hygiene reasons. Shorts are prohibited. Proper sports attire should be worn (sports shoes, shorts, t-shirts, hat or cap and a water bottle) . Long hair should be tied back with an elastic band during sporting activities.

IV - RELATIONSHIP BETWEEN SCHOOL AND PARENTS

Article 17

The head is available for parents for any questions relating to the school by appointment only.

Primary School

Article 18

A meeting for teachers and parents is organized by the school at the beginning of each school year. Thereafter, any parent who wishes to meet the teachers has to make an appointment outside teaching hours so as not to disturb lessons.

Article 19

School reports will be sent to each family at the end of each term (twice a year for the nursery school). In the event of noted major difficulties in learning, a teacher's board will make the necessary recommendations to help the child. The decision of the board in case of repeats needs to be respected.

Secondary School

Article 19b

Parents are informed of their children's school results by:

- an end-of-term report.
- The PRONOTE application is continuously updated
- result sheets sent by CNED for the seconde, première and terminale classes .

Article 20

We advise you to consult Pronote regularly.

V -PRIMARY SCHOOL COUNCIL

A primary school council is set up in all schools that teach nursery and primary education: it is under the responsibility of the head of the school.

Article 21

The school council is chaired by the head.

The following are members

With voting rights:

- The head, teachers and one parent representative per class.

In an advisory capacity:

- The administrative and financial director and the resident national education inspector.

Article 22

The Primary Council meets in ordinary session on a precise agenda, at least once a term, and before the School Advisory Council meeting.

It may also meet in extraordinary session at the request of the Head or half of the members with voting rights.

The agenda and preparatory documents are sent to the members of the Board at least ten days before the date of the meeting.

The minutes are drawn up by the President, adopted at the next meeting of the School Advisory Council and then recorded in a special register kept at the school. A first copy shall be sent to the Primary School Council and attached to its minutes and a second copy shall be posted in a place accessible to parents.

Article 23

The Primary School Council adopts the school's rules of procedure on a proposal from the Head. The School Council is consulted for its opinion on all matters relating to the functioning and life of the school, in particular on pedagogical structures, the organisation of school time-tables and the school calendar, the school project for the primary school, general projects and the organisation of school trips, etc.

VI – THE SCHOOL ADVISORY COUNCIL

Article 24

The School Advisory council is the main body that regulates the affairs of the school. It is responsible for the Nursery, Primary and secondary school.

The school's Governing Board is an advisory body and is composed of the follows:

- The users:

3 Parents

1 Student

- Administration 4 members Ambassador or his/her representative, The Head and his deputies

- 1 member of other staff

- 3 Teacher representatives - 1 for the nursery and primary school and 2 for the secondary school

- 2 representatives of the School management board in an advisory capacity

Article 25

The School Advisory Council meets at least once per school term or in an emergency situation, at the head's request or that of the French Ambassador by at least half of the School Advisory Council members having the right to vote, provided there is a specific agenda. Invitations to meetings should be accompanied by an agenda and where possible, preparatory documents are to be sent at least ten days in advance. In case of emergency the period can be reduced to 3 days. Questions raised in advance can be added to the agenda. The minutes of the meeting are compiled by the head and are transmitted to all the members of the council, the AEFÉ and other relevant authorities.

The minutes are adopted at the opening of the following meeting and are then displayed at the school.

Article 26

The School Advisory Council has the following functions:

- It adopts the school year plan proposed by the Primary School Committee

- It adopts the Internal regulations.

- It adopts the school timetable and school calendar and plans all the further training for the staff.

- It offers its opinions on teaching matters and considers any issues concerning the school or the school community (elimination or creation of classes or options, further staff training, general information for parents and students and extra-curricular activities).

It is briefed about the proposed budget as well as how the school accounts are managed.

VII - EDUCATIONAL SUPERVISION

Article 27

The Cultural and Co-operation Adviser of the French Embassy is the guarantor of the school curriculum's conformity with the syllabus set by the French Ministry of Education.

Article 28

The head gives progress reports to the Cultural and Co-operation Adviser of the French Embassy on all teaching done at the school, school material requirements and of any other important matters relating to the school.

Article 29

The head takes the initiative to organize extra-curricular activities for the school.

Article 30

The School is subject to inspections by the French Ministry of Education which is represented in Harare by the Cultural and Co-operation Adviser of the French Embassy, acting as an Inspector of the Academy.

VIII – School Rules

Article 31

The Groupe Scolaire Jean de la Fontaine is a laic school like all French public institutions, which implies total neutrality on political, ideological and religious matters, non-acceptance of any propaganda or any form of proselytism. Any ostentatious religious sign is forbidden. No racial or gender discrimination will be tolerated. This applies to all members of the school community.

Article 32

Any physical, moral or verbal aggression and any violence is absolutely prohibited. In case of failure, the Disciplinary Board will attend to the issue (see Article 40) .This applies to the entire school community (students, parents, teachers and staff).

Parents will also be financially responsible for any damage that may be caused by the student (voluntarily or not). Expenses incurred must be paid within 15 (fifteen) days.

Article 33

Any person wishing to enter the school premises during teaching hours needs to obtain prior permission from the administration before doing so. (This also applies outside teaching hours and during holidays).

Article 34

Students are not allowed to bring dangerous objects, indecent publications or propaganda material into the school, as well as any items that may be harmful to the safety or health of their classmates (eg glass bottles are forbidden).

The use of mobile phones is forbidden on the school premises during lessons and break times. In case of emergency, during class, students may, with the permission of an adult, go to the school office to call. However the use of the mobile phones is only allowed during the break time for the college and Lycée

students. Devices such as CD players MP3 and video games are not allowed for everyone between 8am and 1pm within the school premises.

Article 35

The students of the Jean de La Fontaine School, with respect for pluralism and the principle of neutrality of freedom of information, have freedom of opinion and freedom of expression. This freedom being a right for everyone make any propaganda whatsoever impossible. It is therefore forbidden, in particular to introduce into the school grounds leaflets or printed matter with political or denominational content. The introduction of magazines, CDs, DVDs ... of a pornographic nature and / or inciting violence and hatred is strictly forbidden.

Freedom of opinion and freedom of expression cannot lead to any attempt to impose one's ideas: any attempt at verbal or physical coercion is strictly prohibited and will be punished.

The posting and / or distribution of leaflets / advertisements of any kind is subject to the authorization of the school head

Article 36

The school shall not be held responsible for any loss of personal items (jewellery, gadgets, etc...).

Article 37

The use of the French school car park is for staff of the French school only. The school will not be in any case held responsible for any incidents which may occur or for any damage to vehicles in the parking lot outside the school.

Article 38

In accordance the French government's decree n° 2006-1386 of 15 June 2006: **Smoking is strictly forbidden within the school premises for both staff and students. Staff members are allowed to smoke in the Smoking zone.**

Article 39

Any act of indiscipline, any failure to adhere to the school rules will result in either school punishments or disciplinary action in order to promote a responsible attitude of the pupil and to put him or her in a situation to reflect on their behavior by becoming aware of the consequences of their actions.

In the event of disciplinary problems, the following corrective measures will be taken:

- verbal warning.
- written warning sent to the family.
- extra work.
- community service.
- Detention with homework on Wednesday afternoon.
- temporary dismissal with or without going before the disciplinary board.
- Final dismissal by the disciplinary board.

The sanction will be established according to the seriousness of the fault. In case of serious misconduct, the student will appear before the disciplinary board.

The following are considered to be serious misconduct: theft, violence, lack of respect for staff, use of alcoholic beverages or drugs, damage to equipment or premises, deterioration or falsification of documents (marks, signatures, etc.). This list is not exhaustive.

Article 40

A disciplinary Committee is set up in all the schools with a secondary school. The disciplinary committee is the only body which can suspend or expel a student.

It comprises of:

- The head,
- The CPE
- DAF (Finance assistant)
- 5 representatives of staff 3 teachers and 1 administrative staff
- 3 parent representatives
- 2 of the senior student representatives

These members are appointed by the head from the elected members of the School Advisory Council.

The composition of this body is renewed at the beginning of the school year, during the first School Advisory council meeting.

Parents have the right to make an appeal against the decisions of the Disciplinary Committee to the Cultural and Cooperation Advisor of the French Embassy.

FINANCIAL RULES

Article 1:

Following the General Assembly of 20 October 2020 and the elections of 23 October 2020, the terms of payment of the tuition fees are in foreign currencies only (USD or Euros).

Article 2:

A new student can only be enrolled after payment of the first registration fee. First registration fees are non-refundable from the moment the student attends school.

The first registration fee is payable once during the schooling of child at Jean de la Fontaine school.

For high school students, CNED fees must be paid no later than June 30 of each year.

Article 3

At the time of registration, the parents take note of the present regulations (school and financial rules), sign them and undertake to pay in time the tuition fees approved by the General Assembly in three installments as follows:

- first term: between 02 September and 13 September (for accounting reasons, payments for the first quarter must in no case be made before 2 September)
- second term: no later than 30 November
- third quarter: no later than 31 March

School fees can be paid in one or more times:

- at once at the beginning of the school year in USD or Euro only;
- three times at the beginning of each term in USD or Euro only;
- 9 times according to a monthly payment plan: families have the opportunity to ask the school a monthly payment plan to pay for school fees due to the French School. **They will have to apply for the next year's payment plan in advance before the end of the school year.**

Families with a payment plan **will be charged an administration fee of \$ 150.00 USD per family per year.**

A missed payment will automatically result in the cancellation of the agreement previously granted by the School management board.

If no response is received and after two reminder letters sent at an interval of two weeks, a 10% penalty will be applied to overdue payments from the twentieth (20) day of delay.

The rate will increase to 15% after two months (60 days) of delay on overdue unpaid school fees.

Non-payment of school fees shall result in the loss of membership of the association and the temporary interruption of the schooling of children enrolled within 20 days of the due date. The resumption of schooling will only take place after payment in full of all due installments or after the signature of a memorandum of understanding on the terms of payment with the school management board.

Article 4

Parents will be required to pay exam fees (Delf Prim, Cambridge DNB and BAC) as well as travel expenses to South Africa (BAC exam centre).

Article 5

Students whose tuition fees have not been paid within the time limits set out in Article 2 and 3 will not be allowed in lessons until their situation has been regularized.

No administrative document can be given to a family that is not up to date with its schooling

Beyond 30 days, if the debt is still not settled, the student will be removed from the lists.

Any outstanding fees that remains unpaid on the 1st of June each year will result in the cancellation of the student's registration for the next school year.

Article 6:

6. a School fees are payable in full for any term commenced, except in special cases.

6.b Tuition fees for the first term (September to November): families arriving during the first term will be able to pay the fees in proportion to the student's presence at the school.

6.c Persons who can prove that they have arrived or left for professional or medical reasons are authorised to pay tuition fees in proportion to the student's presence at the school.

6.d. Persons wishing to leave the school permanently must notify the school with one term's notice. Failure to do so will result in article 6.a. being applied.

Article 7:

To keep the library stock in good condition, we require a deposit of USD 50 for the borrowing of books (in case of compensation or loss) for all students.

All college students must also pay a deposit of 100 USD at the beginning of the school year to get all textbooks.

The amount returned at the end of the year will depend on the return status of the books.

The deposit for the borrowing of books (Library) and textbooks (college) is payable on the first day of school at the beginning of the school year. **No textbook will be given to college students without the payment of this deposit.**

Article 8:

All students must be picked up no later than 15 minutes after lessons.

After the 15 legal minutes, a count will be sent to the accounting department for payment of the accumulated late pickups. (Rate: USD15 / 15 min / child, any quarter of an hour started is due, according to the school's clock).

The Head

Please kindly hand in the signed coupon below to the teacher or to the school office

ACKNOWLEDGEMENT OF THE SCHOOL AND FINANCIAL RULES

I, the undersigned.....

Legal guardian of.....

In theclass

Acknowledge having read the school and financial rules of l'Ecole Française Jean de la Fontaine.

Signature (please mark read and approved) :