

## **School rules and regulations**

### **School year 2025-2026**

Links to school: Eridan School - International bilingual school in Montpellier (ecole-bilingue.com)  
<https://www.facebook.com/ecole.eridan>  
[Josselin Gely \(@eridanschool\)](#) • Instagram photos and videos

These internal regulations define all the rules of life within the establishment. Clarifications, which are in addition to these rules, can be provided throughout the year via [Ecole Directe](#).

#### ➤ **CAPACITY AND FORMS OF RECEPTION OF THE SCHOOL**

- The number of students in the school is about twenty students per class (with a maximum of 24 in kindergarten and primary, a maximum of 23 in middle school, a maximum of 18 in high school).

#### **Class hours for kindergarten:**

Monday, Tuesday, Thursday and Friday:

Between 9 a.m. and 9:05 a.m. – 11:30 a.m. and 12:30 p.m. – 4:15 p.m. for NS and PS classes.

9 am – 11:45 am and 1:30 pm – 4:15 pm for MS and GS classes.

Wednesday morning: 9 am – 11:50 am and 12 pm for the Grande Section class

#### **Class hours for primary school :**

Monday, Tuesday, Thursday and Friday:

Entre 8h50 et 8h55 – 12h15 / 13h30 – 16h30

Mercredi matin : 9h00 – 12h15

#### **Start and end times of the school day for the middle school :**

Monday, Tuesday, Thursday and Friday: 8:40 am – 4:45 pm

Mercredi : 8h40 – 13h

#### **Classes start times for the high school :**

Monday, Tuesday, Thursday and Friday: 8:40 a.m.

Wednesday: 8:40 am (depending on options and specialties)

The teachers pick up and bring back the children from the MS class to the middle school at the lower gate. The students of NS and PS are dropped off and picked up by their parents at the gate of the playground, the morning after the MS class has been picked up.

Any event occurring before the beginning or after the end of the class does not engage the responsibility of the ERIDAN school.

#### ***OPTIONAL: Daycare and Study***

#### **Daycare hours:**

Monday, Tuesday, Wednesday morning, Thursday and Friday:

**In the morning** from 7:45 am until the start time of the class with the teacher.

**In the afternoon** from the end of class: 4:15 p.m. for kindergartens, 4:30 p.m. for primaries, 4:45 p.m. for middle school and 5:30 p.m. for high school students until 6:25 p.m.

Wednesdays until **6:00 pm**.

For children with a senior in a class with a different schedule, that child will be automatically enrolled in the daycare at no additional cost to the parents, until the senior's start or exit time.

In the morning, if the children go to daycare before the eldest of the siblings is picked up by his teacher, a flat rate will be set up for each child.

### **Accompanied study schedules:**

Monday, Tuesday, Thursday and Friday:

4:45 pm – 5:45 pm or 5:30 pm – 6:25 pm. This schedule is flexible only for CPs who are allowed to leave the study as soon as their work is completed. We ask parents to wait for their child(ren) at the car park.

**Registration is for 1 hour, no possibility to pick up the child during the study time.**

**At the time of parent-teacher meetings as well as at the time of parties organized by the school, studies are cancelled.**

### ➤ **THE STAFF**

- The pedagogical direction of the school is provided by Josselin GELY and Sylvie GILLET whose role is to supervise the teaching staff, to implement and supervise the execution of activities with the children.
- Appointments with the school's professionals can be made by [Ecole Directe](#).
  - For questions about the class, you can contact your child's teacher; for everything related to [school life](#), [Aurora](#) and for the financial part [Isaac](#).
- For the smooth running of the school, the management asks parents not to monopolize the teachers before and after classes and to respect the rules of the school. Don't hesitate to make an appointment.

### ➤ **PAYMENT TERMS**

- From the day of the start of the school year, **any year started is due in its entirety**, even in the event of the student's expulsion.
- At registration, each family pays the registration fees (or re-registration) and 20% of the tuition: all cashed at that time and non-refundable. The rest of the tuition is cashed according to the families' choice and at the latest before March 15 of the current school year.
- A discount is set up for families who pay the tuition part before July 15; An application fee will be set up for families who choose to pay between October 16 and March 5.
- Discounts and application fees are calculated for each child.
- Part-time work is possible for children in NS and PS. It is organized in 5 half-days of school (Monday, Tuesday, Wednesday, Thursday and Friday morning).
- Catering is provided to help families. It is optional. It is organized as follows:
  - Half board: meal-canteen
    - A canteen package is offered to parents, **payable until December 15**.
  - Half board: lunch box (with daycare)
    - A home-cooked meal package is available to parents, **payable until December 15**.
    - The "lunch box" is given in the canteen room, but is not heated.
    - The bag with the "lunch box" is kept by the child in his classroom.
- Children still present at school at **12:15 p.m** . will automatically be registered in the canteen and will have their meal at school. An occasional meal will then be charged: €10.
- Occasional meals are to be reported by [Ecole Directe](#) at the latest the day before at noon.
- In the case of Wednesday afternoon detentions, children must come with a "lunch box"

- Optional benefits:

- Daycare and/or study packages are payable until December 15. It is an **annual and unique** package regardless of the number of times the student participates. Parents whose children stay at the nursery in exceptional cases are invited to notify the school at the latest in the morning by **Ecole Directe** and will have to pay the payment of **€10** to be paid within the next five working days. For any child, always present at the evening nursery after 6:30 p.m., €20 will be requested (**within 24 hours**) to compensate the professionals. After several times, the child may be excluded from the daycare.
- The study package includes evening childcare at no additional cost.
- Clubs, extracurricular activities offered by the school during the lunch break or after school, are payable until December 15 (any year started is due) and do not include any childcare.
- In terms of school trips, information will be transmitted by **Ecole Directe** for the different modalities (dates, trousseau, payment deadlines, etc.).

➤ **CANCELLATION - TERMINATION**

- According to the terms of the school contract signed at the time of registration.

➤ **REGISTRATION**

A list of documents to be provided is given at the time of registration. Pre-registrations for the following year take place online, the children of the school are given priority until the "open day" (date provided by the school at the beginning of the school year) compared to children from outside. If a child is in the process of registering at another school, he or she automatically loses his or her priority but can be registered, at your request, on the waiting list. You will be asked to pay the re-registration fee and 20% of the tuition fee.

➤ **INSURANCE**

- The school has taken out an insurance contract as a school.
- As far as individual insurance for children is concerned, it is necessary for parents to ensure that they are well insured, because school pupils are called upon to practise activities outside the school premises.

This insurance must cover :

- the risk of damage caused by the child "Head of Family Civil Liability" and
- the risk of damage suffered by him "Personal Accident Insurance".
- Families remain free to choose the insurer.
- We ask families to send us a copy of the certificate. (you can ask us for it for examples: travel, internship etc...)
- If we don't have it, the student won't be able to participate.

➤ **RULES OF LIFE AT SCHOOL**

Respect for teachers, children, animals, premises, equipment, plants:

- All school staff are committed to respecting every child and every adult.
- In turn, children and adults are required to respect the adults of the school, other students, animals as well as the premises and equipment made available to them.

In order to respect everyone's work, any child who arrives late will be accepted at the next recess.

Organization: children, in our process of acquiring their autonomy, may be required to perform tasks outside the presence of an adult.

The files and application notebooks for the different subjects (e.g. math file, writing file, short novels, silent reading books, etc.) will be ordered by the school. Their cost will be borne by the families and will be requested from you before December 15.

In the event of illness occurring at school, the school calls the parents or, failing that, the persons designated on the medical file. They decide together what to do. The school eventually asks the parents to come and pick up the child. If it is impossible to reach the parents, the school calls the doctor indicated on the file as a priority, or failing that, another doctor.

- The doctor's visit is at the parents' expense.
- **No medication is administered without a prescription and no child should have medication in his or her possession.** It is the parents who hand over the medication to the school professionals.
- In the event of an emergency or serious accident, priority is given to the emergency services, the fire brigade, the S.A.M.U., and then the doctor. The parents were immediately notified.

Clothes, diaper changes, personal items, sweets:

For the child's comfort, parents are advised to dress him with comfortable and non-fragile effects.

We expect for all students and depending on their age, a correct outfit adapted to a school (no sandal-type shoes, no scarves for primary and middle school students, no shorts for middle school students, etc.).

For sports days, bring appropriate clothing.

For kindergarten children, the school asks parents to provide a complete change at the beginning of the year (T-shirt, polo shirt, briefs, pants, socks **marked with the child's name**).

Jewelry, especially chains, necklaces, rings and earrings that can be dangerous, is not allowed. The school declines all responsibility for exchanges of valuables that children may carry out among themselves.

All clothing must be marked with the child's name. The school cannot be held responsible for any clothing or other items lost. Any object or school items not recovered before the end of the school year will be donated to an association or thrown away.

Sweets are forbidden inside the school except on the occasion of parties and with the agreement of the teachers. For birthdays, it is requested to entrust the sweets to the teachers because some of our students have allergies.

The use of mobile phones is forbidden on the school grounds except for high school students who may not take photos or videos on the school grounds. If for family reasons, the student needs a phone, he or she can come with a "dumbphone" that he or she must leave at the place indicated by his or her teacher as soon as he or she arrives in class to pick it up at the end of the day. ». Parents will have to notify the school in advance.

The possession and use of any connected object is strictly forbidden within the establishment (e.g. connected watches)

No dangerous objects or objects of dangerous appearance will be allowed within the school. Example: knife, razor blade, plastic submachine gun, etc...

Social networks present a real danger for children who are the first victims, among other things, of very traumatic language abuses at their age. According to our latest information, none of the social networks are allowed before the age of 13, even with parental consent. For WhatSapp, not before 16 years old. If the school learns of the use of a network by a student within the school, a sanction will be established by the school's professionals and a report may be made to the competent services (even for use outside the school).

Communication between the school and parents:

- A meeting is organized at the beginning of the school year with the parents.

- The school will communicate only through the Ecole [Directe application](#): school life, accounting, meetings with teachers, etc.
- Parents are invited to consult their [Ecole Directe](#) account every day with their password. The text book can be used by teachers, so it will always be in the student's schoolbag. Parents will have to sign each word.

#### Absences :

- If the child is sick, you must notify the school by email before 9:30 a.m. to notify the school. On the day of his return to class, he must present a medical certificate directly to the secretary or present a dated and signed note of apology.
- In the event of a child's absence, he or she must catch up on lessons and homework with a classmate in order to be up to date for his or her return.
- For NS, PS and MS, a collective snack is organized by the teachers (except for exceptional protocol to be put in place), during your child's absence, you must continue to provide the snack if it is your snack week. If you know that you will be absent long enough in advance for a vacation, notify your child's teacher immediately to make an exchange with another parent.
- If the child eats in the canteen, specify by [Ecole Directe](#) in a specific way, **the absence for the canteen**.
- In the same way, any absence from the pool must be justified in advance by a medical certificate.
- If the child's state of health does not allow him to go to the swimming pool, (and to avoid any risk of contagion to other children), he cannot be accepted at school for half a day (except in special cases such as a fracture for example).
- We inform you that, when a student is absent too often, the school is obliged to report any failure to comply with the school obligation to the services of **the Academic Inspectorate** by communicating the number, history and reasons given (when there are any).
- The legal obligation gives the following reasons deemed legitimate: illness of the child, communicable or contagious disease of a member of the family, solemn family reunion, impediment resulting from accidental difficulty in communication, temporary absence of the persons responsible when the children follow them. The other reasons are at the discretion of the Academy Inspector.

#### • Academic results:

- Regular check-ups allow parents to monitor the child's progress in the different subjects. They are evaluated and the grades appear in the child's quarterly report card as well as on [Ecole Directe](#).
- Each term a class council takes place on Wednesdays. This Wednesday morning, the school is not welcoming students. The dates are given at the beginning of the school year.

#### • Canteen :

- Children must have a driving style adapted to this time (which is not play time!). Faced with an attitude that does not respect the rules, the child may be excluded from the canteen temporarily or permanently.

#### • Lunch box

- Homemade meals ("Lunch boxes") must respect a certain dietary balance (not too sweet, not too fatty, not too salty) and only water is accepted as a drink.

#### • Snack :

- When the snack is individual, in the morning it's only fruit or vegetables. In the afternoon, the snack can be diversified, but it must respect the ecological spirit, especially with regard to packaging.
- **Snacks are individual and it is absolutely forbidden to exchange or give your snack to another child for reasons of allergy or intolerance!**

- Outings :
- Outings can be made without asking the parents for a specific agreement other than that of the document in the registration file: "Authorisation to go out during school time".
- During outings, discovery classes or trips abroad:
- The school reserves the right to refuse a student for an outing, a transplanted class or a trip abroad.
- The school reserves the right to cancel classes for children who do not participate in this outing and to ask the parents concerned not to bring their child(ren) to the school during this time.
- School entry and exit times:
- In the morning, children in NS and PS can be accompanied by their parent(s) to the playground gate. Older children are left at the outside gate.
- In the evening, the children are returned to the authorized persons, mentioned at the time of admission. (an identity card may be requested)

In order to comply with safety rules, all children who are not allowed to leave independently and whose parents are not present at the end of class time will be **taken directly to the daycare**. Parents are then asked to pick them up at the playground gate.

The school asks parents and children to respect the start and end times of classes as well as those of study and daycare.

Arrivals or departures during school hours are not allowed: medical appointments, leisure activities, etc.

Middle school students with an exit permit from their parent(s) or guardian(s) will be able to leave the school alone.

High school students can leave the school alone without special permission from their parents.

For safety reasons, no pedestrians pass through the gate. For security reasons, no one should keep the gate open.

- Weather safety : At the time of alerts, it is important to follow the information because in red alert you can no longer pick up your child from school. For safety reasons, we are obliged to close the establishment with the people present on site.
- **Orange alert and/or vigilance: no daycare, no study, no club.**
- Fire safety and attack :
- Every year, we randomly conduct an attack alert exercise and a fire alarm exercise .
- Events :
- We inform you that it is forbidden to take photos within the establishment even during events.

**For reasons of SAFETY and RESPECT**, adults are expressly asked to respect the parking rules in front of the school.

**A breach of the school's rules: internal rules, court or class rules may lead to a temporary or permanent exclusion of the child from the school without refund.**

## PARENTS

**Parents' commitments:** If I enrol my child in Eridanus,

- I undertake to follow my child(ren)
- I undertake to read and respond to messages on [Ecole Directe](#)
- I agree to respect the rules of the school (schedules, payments, educational actions)
- I undertake not to contradict or devalue the school and/or a professional, (in front of the children, with other parents, on social networks etc...)
- I undertake to do everything possible for a positive development of my child,

By signing the school contract, you have agreed to have read and accepted these internal rules.

**Mrs. Sylvie GILLET, Pedagogical Director  
and Mr. Josselin GELY, co-director**



*Thank you for respecting this place of education as well as all the  
professionals who work there*