

Eridan International School / Ecole Internationale Eridan

Site internet : <https://ecole-bilingue.com>

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Internal Regulations 2026-2027

This set of internal regulations defines all rules of conduct within the school. Additional clarifications may be provided throughout the year via Ecole Directe.

1/ CAPACITY AND ADMISSION STRUCTURE

- The school generally accommodates around twenty students per class (maximum 24 in preschool and primary, 23 in middle school, and 12 in high school).

Preschool schedule:

Monday, Tuesday, Thursday, Friday:

NS and PS: 9:05–11:50 and 12:30–16:15

MS and GS: 9:00–11:45 and 13:30–16:15

Wednesday morning (optional): 9:05–11:45

Primary schedule:

Monday, Tuesday, Thursday, Friday:

CM1–CM2: 8:50; CP–CE2: 8:55 – 12:15 / 13:30–16:30

Wednesday morning (optional): 9:00–12:15

Middle and High School:

Schedules are communicated before the start of the school year.

At the beginning and end of the day, teachers of MS through CM2 escort students to and from the lower gate. NS and PS students are picked up at the playground gate **after** the MS class has entered with their teacher.

The school declines all responsibility for incidents occurring before or after class times.

OPTIONAL : Daycare and Study Hall

Daycare hours :

Monday, Tuesday, Wednesday morning, Thursday and Friday:

In the morning from 7:45 a.m. until the start of class with the teacher.

In the afternoon from the end of class until 6:25 p.m. and on **Wednesdays** until **5:55 p.m.**

For children who have an older sibling in a class with a different schedule, the younger child will automatically be enrolled in the after-school care programme at no additional cost to the parents: in the morning, between the older sibling's arrival time and the start of their classes, and in the evening, between the end of the younger sibling's classes and the older sibling's schedule. Outside of these times, the after-school care programme will be charged as normal.

Supervised study hours:

Monday, Tuesday, Thursday and Friday:

Study A: 4:45 p.m. – 5:45 p.m. (depending on the number of pupils, study B: 5:45 p.m. – 6:25 p.m.)

Registration for study session A is for one hour; it is not possible to pick up your child during study time.

This schedule is flexible only for CP students, who are allowed to leave the study session once they have finished their work.

We ask parents to wait for their child(ren) in the car park.

Study sessions are cancelled during parent-teacher meetings and school celebrations.

2/ STAFF

- Josselin GELY is responsible for the educational management of the school. His role is to supervise the staff and to implement and monitor the educational programme for the children.
- Appointments with school professionals are made by Ecole Directe.

For questions about the classroom, please contact your child's teacher. In secondary school, you can contact your child's form teacher.

For anything related to school life, please contact the teaching assistant or the CPE (school counsellor).

For financial matters, please contact the accounting department directly.

- To ensure the smooth running of the school, the management asks parents not to monopolise teachers before and after lessons and to respect the school rules. Please do not hesitate to make an appointment.

3/ REGISTRATION

A list of documents to be provided is given at the time of registration.

Pre-registration for the following year takes place online. Children already attending the school have priority over children from outside the school until the open day (dates provided by the school at the beginning of the school year).

4/ INSURANCE

- The school has taken out an insurance policy as an educational establishment.
- With regard to individual insurance for children, parents must ensure that they are adequately insured, as pupils at the school are required to take part in activities outside the school grounds.
- This insurance must cover:
 - the risk of damage caused by the child ('Head of Family Civil Liability') and
 - the risk of damage suffered by the child ('Individual Accident Insurance').

Families are free to choose their insurer.

We ask families to send us a copy of the certificate. (We may ask for it, for example, for trips, work experience, etc.)

If we do not have it, the pupil will not be able to participate.

- Respect des enseignants, des enfants, des animaux, des locaux, du matériel, des plantes : Chaque personne qu'il soit adulte ou enfant, professionnel de l'école ou responsable d'élève d'Eridan s'engage à respecter les autres adultes et élèves, la faune et la flore, les locaux et le matériel mis à dispositions.
- Afin de respecter le travail de chacun, tout enfant qui arrivera en retard sera accepté lors de la récréation suivante.
- Organisation : les enfants, dans notre démarche d'acquisition de leur autonomie, peuvent être amenés à effectuer des tâches en dehors de la présence d'un adulte.
- Les fichiers et cahiers d'application des différentes matières (ex. fichier de maths, fichier d'écriture, petits romans, livres de lecture silencieuse...) seront commandés par l'école. Leur coût sera à la charge des familles et vous sera demandé avant le 15 décembre.

5/ SCHOOL RULES

- Respect for teachers, children, animals, premises, equipment and plants
Every person, whether adult or child, school professional or Eridan pupil supervisor, undertakes to respect other adults and pupils, flora and fauna, premises and equipment made available.
- In order to respect everyone's work, any child who arrives late will be accepted during the following break.
- Organisation
As part of our approach to helping children become independent, they may be required to carry out tasks without adult supervision.
- Files and workbooks for the various subjects (e.g. maths files, writing files, short stories, silent reading books, etc.) will be ordered by the school. The cost will be borne by the families and will be requested before 15 December.

- In the event of illness occurring at school, the school will call the parents or, failing that, the persons designated on the medical file. They will decide together on the course of action to be taken. The school will ask the parents to come and collect the child.

No medication is administered without a prescription, and no child is allowed to have any in their possession.

Medication must be given to the teacher in charge of the class and must be accompanied by the doctor's prescription and a handwritten authorisation from the parent.

In the event of an emergency or serious accident, the emergency services, fire brigade, and ambulance service are called first, followed by a doctor. Parents are notified immediately.

- Clothing, changes of clothes, personal items, sweets

For the child's comfort, parents are advised to dress them in comfortable, durable clothing.

We expect all pupils, depending on their age, to wear appropriate clothing for school (no sandals, skirts, shorts or T-shirts that are too short, no scarves, headscarves, etc.).

Please provide suitable clothing for sports days.

For nursery school children, the school asks parents to provide a complete change of clothes at the beginning of the year (T-shirt, polo shirt, underwear, trousers, socks marked with the child's name).

Jewellery (chains, necklaces, rings and earrings) may be dangerous and is not permitted. The school accepts no responsibility for any exchanges of valuable items between children.

All clothing must be labelled with the child's name. The school cannot be held responsible for any lost clothing or other items. Any items or school belongings not collected before the end of the school year will be donated to charity or discarded.

Sweets are not permitted inside the school except on special occasions and with the teachers' permission. For birthdays, please give any sweets to the teachers as some of our pupils have allergies.

The use of mobile phones is prohibited on school premises, except for sixth form students, who are not permitted to take photos or videos on school grounds. If, for family reasons, a student requires a phone, they may bring a 'dumbphone'.

The possession and use of any connected device is strictly prohibited on school premises (e.g. smartwatches).

No dangerous or dangerous-looking objects will be allowed on school premises. Examples include knives, razor blades, plastic guns, etc.

Social media poses a real danger to children, who are the first victims of, among other things, verbal abuse that is very traumatic at their age. According to our latest information, no social media is permitted before the age of 13, even with parental consent. If the school learns that a pupil is using social media on school premises, a sanction will be imposed by the school's professionals and a report may be made to the relevant authorities.

- Communication between the school and parents

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

The school will communicate solely via the Ecole Directe app: school life, accounts, appointments with teachers, etc.

Parents are invited to check their personal Ecole Directe account every day. Please note that the parent account and the student account are different and have protected access. Do not share your access code with your child and make sure you know your child's access code!

The school diary or planner will be used to record homework assignments. It will be in paper form for students but accessible on Ecole Directe for parents.

For primary school students, messages recorded in this diary must be signed by parents.

- Absences

If your child is ill, you must notify the school by email before 9:30 a.m. Each absence must be justified by a medical certificate delivered directly to the school office or by message via Ecole Directe.

If a child is absent, they must catch up on lessons and homework with a classmate or via their online access, so that they are up to date when they return.

For NS, PS and MS, a group snack is organised by the teachers (unless exceptional measures are in place). During your child's absence, you must continue to provide the snack if it is your snack week. If you know well in advance that you will be absent for holidays, notify your child's teacher immediately so that they can arrange a swap with another parent.

If your child eats in the canteen, please specify their **absence from the canteen** via Ecole Directe.

Similarly, any absence from the swimming pool must be justified in advance by a medical certificate.

If your child's state of health prevents them from going to the swimming pool (and to avoid any risk of infecting other children), they will not be allowed to attend school for the half-day (except in special cases such as a fracture, for example).

We would like to inform you that when a pupil is absent too often, the school is obliged to report any breach of compulsory schooling to the **Academic Inspectorate**, providing details of the number of absences, the history of absences and the reasons given (where applicable).

The legal obligation recognises the following as legitimate reasons: illness of the child, communicable or contagious illness of a family member, formal family gathering, impediment resulting from accidental communication difficulties, temporary absence of the persons responsible when the children are in their care. Other reasons are at the discretion of the Academic Inspector.

- School results

Regular tests allow parents to monitor their child's progress in different subjects. They are assessed and their marks are recorded in the child's termly school report and on Ecole Directe. A class council meeting is held every term on a Wednesday. On this Wednesday morning, the school is closed to pupils. The dates are given at the beginning of the school year.

- Canteen

Children must behave appropriately at this time. If a child fails to respect the rules, they may be excluded from the canteen temporarily or permanently.

- Packed lunches (Lunch boxes)

Packed lunches must be nutritionally balanced (not too sweet, too fatty or too salty) and only water is allowed as a drink.

- Snacks

When snacks are individual, in the morning, they consist only of fruit or vegetables. In the afternoon, snacks can be varied but must be environmentally friendly, particularly with regard to packaging (zero waste objective).

Snacks are individual and it is strictly forbidden to exchange or give your snack to another child for reasons of allergy or intolerance!

- Outings

Outings may be organised without requesting specific permission from parents other than that given in the registration form: 'Authorisation for outings during school hours'.

- During outings, field trips or trips abroad

The school reserves the right to refuse a pupil for an outing, a field trip or a trip abroad.

- School arrival and departure times

In the morning, NS and PS children may be accompanied by their parent(s) to the playground gate. Older children are dropped off at the outer gate.

In the evening, children are returned to the authorised persons mentioned at the time of admission. (Identification may be requested.)

In order to comply with safety regulations, all children who are not authorised to leave on their own and whose parents are not present at the end of the school day **will be taken directly to the after-school care centre**. 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 hall and after-school care.

Arrivals or departures during school hours are not permitted, even for medical appointments, leisure activities, etc.

Secondary school pupils with permission from their parents or guardians may leave the school premises unaccompanied.

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

For safety reasons, pedestrians are not allowed to pass through the gate.

For security reasons, no one is allowed to hold the gate open.

- Weather safety

When alerts are issued, it is important to follow the news, as you will not be able to collect your child from school during a red alert. For safety reasons, we are obliged to close the school with everyone present on site.

Orange alert and/or vigilance: no childcare, no study sessions, no clubs.

- Fire and attack safety

Every year, we conduct random attack alert drills and fire drills.

- Events

Please note that you must respect the image rights of children and adults.

For reasons of SAFETY and RESPECT, accompanying adults are expressly requested to comply with the parking rules in front of the school.

Failure to comply with school rules: internal rules, playground or classroom rules may result in the child being temporarily or permanently excluded from school without refund.

6/ PARENTS' COMMITMENTS

If I enrol my child at Eridan,

- I undertake to monitor my child(ren)
- I undertake to read and respond to messages on Ecole Directe
- I undertake to comply with the school rules (timetables, payments, educational activities)
- I agree not to contradict or disparage the school and/or any member of staff (in front of the children, with other parents, on social media, etc.)
- I undertake to do everything in my power to ensure my child's positive development.

This document is signed electronically via the ECOLE DIRECTE portal.

**Document drafted and approved by
Mr Josselin GELY, Headteacher**

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Please respect this place of learning and all the professionals who work here.