

# THE INTERNATIONAL BILINGUAL SCHOOL OF PEGOMAS

"Le Pain de Sucre 3"



*A private education establishment certified by the National Education System since 2006*

**Principal:** Madame Pascale ROSFELDER-ALHADEFF

**Assistant Principal:** Madame Véronique HUMBERT

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# EIB



2019/2020

« School for success »



# Welcome to the EIB, INTERNATIONAL BILINGUAL SCHOOL

**Our school welcomes students of all nationalities and uses an innovative teaching approach, offering a genuine bilingual education 50% English, 50% French from the age of 2 upwards.**

In a climate of open dialogue, of respect, and trust, each child grows scholastically and socially. We prepare each child to live and act responsibly in society by providing them with the fundamental tools and the freedom to explore and create. We respect each child's:

Dialogue

Respect

Trust

- Capabilities;
- Maturity;
- Biological rhythm;
- Expression;
- Family and social environment.

***We offer education for all levels of preschool (starting at age of 2), as well as primary school from kindergarten to grade five.***

**Our teaching team is composed of qualified and very motivated teachers from different nationalities.**

***It offers a stimulating educational program in a safe and secured environment focused on the following principles:***

***50% English // 50% French***

- Bilingual and multidisciplinary curriculum in accordance with the French and the Anglophone national education systems
- Individualised and active pedagogy tailored to the students' needs and based on his or her autonomy
- Gross Motor skills and sport activities (baby gym, gross motor skill development, swimming, athletics etc.)
- Musical-percussion initiation and, from age four, piano
- ICT and use of interactive whiteboards
- Educational field trips, school outings
- Extracurricular activities (options: Chinese, Italian, chess club, yoga, ballet, drama, violin, zumba, geek school, rugbytots...)
- Opening hours from 7:30am-6:30pm during school days, Wednesdays and school holidays (Mini-Club Happyland)



## EDUCATIONAL VALUES

The education taught at EIB is founded upon the following principles:

### DEVELOPING LEARNING SKILLS

**We encourage our students to think, to make decisions and to use all the means given to them to increase their knowledge.**

- Conducting research in an intelligent and creative manner.
- Developing critical thinking skills. Learning to make decisions wisely after reflection, enabling students to solve complex problems.
- Communicating in more than one language and learning to respect the values and cultures of other students.
- Taking “risks” when dealing with new situations without apprehension.

### DEVELOPING INTERPERSONAL SKILLS AND THE FOLLOWING QUALITIES :

- Tolerance
- Self-respect and respect for others
- Empathy
- Cooperation
- Integrity

And also:

- Responsibility
- Self-confidence
- Curiosity
- Enthusiasm
- Autonomy



## FRENCH-ENGLISH BILINGUAL EDUCATION

**The success of our students also depends on their ability to communicate in both languages.**

Our role and mission at EIB is also to permit students to come into contact with and to respect other cultures.

- **The French academic program is reinforced** and the academic level of the school is high. The number of hours of instruction in French, mathematics and history are identical to those of French schools.

- **The English academic program** follows the curriculum proposed by Anglophone educational establishments and is based on the same instructional materials. All English classrooms, from Preschool (starting at age 2) to primary, are equipped with an interactive whiteboard.

In Primary school the following subjects are taught in English: Geography, Sciences, Art, and Computer Skills.

- **In a bilingual environment**, students learn English and French in a natural way, by way of immersion with certified Anglophone and French teachers.

The linguistic immersion program is organised for children as young as two years old.

English is therefore practised on a daily basis and groups of different levels allow the teaching to be adapted to each student.



CAMBRIDGE

EXAMEN CENTER

### ANGLOPHONE CHILDREN / FRANCOPHONE CHILDREN

Children who do not speak French or English are accepted.

We offer individualised and academic upgrading courses, helping the integration of Anglophone students and French students who have never studied French or English while respecting the natural pace of each child.

**EIB is a Cambridge ESOL exam centre and prepares pupils for the following certificates: Starters – Movers – Flyers**



**Cambridge English**

Exam Preparation Centre



**EIB**

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## SCHOOL LIFE

The school year runs from September to the end of June.

### OPENING HOURS

The school is open from Monday to Friday from 7.30 to 6.30pm. The Baby-club and Mini-club welcome children on Wednesdays and during the school holidays from September to June with the exception of a week at Christmas when the school is closed.

#### Preschool classes:

Monday – Tuesday – Thursday – Friday

Chicks	(2 years old)	9-11.20 and 2.00-4.20pm
Squirrels	(3 years old)	9-11.20 and 2.00-4.20pm
Pandas	(4 years old)	9-12.00 and 1.30-4.30pm
Koalas	(5 years old)	9-12.00 and 1.30-4.30pm

#### Primary classes:

Monday – Tuesday – Thursday – Friday

CP – CE1	8.30-12.00 and 1.30-4.50pm
CE2 – CM1 – CM2	8.30-12.30 and 1.45-4.50pm

### SCHOOL MEALS

Three separate lunch sittings are provided.

Snacks are provided by the school in the afternoon (for the Chicks and Squirrels).

Menus are posted every week on our website [www.eibpegomas.fr](http://www.eibpegomas.fr) and posted on the notice boards.

Our Chef provides healthy and varied meals and we endeavour to integrate fresh local produce.

Special diets are taken into consideration upon receipt of a doctor's note.

### STUDY HALL

CP / CE1: from 5 to 5:30pm

CE2-CM1-CM2: from 5 to 6pm

After school study takes place every evening except Wednesdays and the last day before school holidays.

### RECEPTION OUTSIDE OF CLASS TIMES

Preschool/Kindergarten:

every day from 7.30-9 and from 4.20 or 4.30 to 6.30pm.

Primary School: every day from 7.30-8.30 and from 5.30pm (CP) or 6.00pm (after school study) to 6.30pm.

### EXTRA ACTIVITIES

Various after class activities are proposed for the children's enjoyment. These activities are not included in the school fees.

Chess, Chinese, Italian, Drama, Violin....

Geek school: introduction to computing science

Rugbytots: introduction to rugby



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## NAPTIME

Respecting the child's sleeping cycle is very important. Until 4 years old, the majority of children need a sleeping time after lunch: a nap of 1.5 to 2 hours matches his sleeping cycle and helps him to feel rested. Respecting these needs allows them to be available for learning. Children who are not potty trained are accepted.

## BABY CLUB & MINI-CLUB

The Baby-Club and the Mini-Club organise activities and outings on Wednesdays and during the school holidays from September until the end of June.

Activities: Arts and crafts, group games, and according to age: outings, theatre etc.

Different themes are proposed during all the school holidays with the exception to the Christmas holiday.

Various clubs offer extra activities during the Mini-Club: Tennis, Theater..

These activities are not included in the Mini-Club fees.

## SCHOOL BUS

The school bus:

- enables the school to take the children to their sport activities ( tennis...),
- enables the teachers to organise outings,
- enables the Mini-club to take the children to their various activities for free and to organise field trips.

## SECURITY

Security is a high priority at our school.

No adult is allowed to enter the school without an appointment (or for a meeting or a celebration).

## INFORMATIONS - COMMUNICATION

Our Parent/School relationships are based on trust and mutual respect. We welcome parents for "tea-times", for celebrations, class projects.

Our team and the head mistress are available to meet with you on appointment (contact the secretary).

An information meeting takes place in September with the headmistress and the teachers to give you information about the organisation of the class, the methods, the project...

All our information can be found on our site or on our notice boards or by e-mail.

**Our internet site:** [www.eibpegomas.fr](http://www.eibpegomas.fr) will enable you to find useful information about the school life: menus, Baby-Club/Mini-Club activities, photos of special events, the News...

**On the notice boards:** you will find the weekly menus, general information of upcoming events.

**In your child's school book or "cahier the liaison"**

Toddler and preschool children will each be given a school book, called "cahier de vie" which enables the school/teachers and the family to exchange/share information

The primary children will each be given a "cahier de liaison". It contains a code of good behaviour, slips to fill out in case of absences and general information.



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## CURRICULUM

We realise that starting in a new school is a challenging moment for parents and children alike. We pride ourselves in making the integration as smooth and successful for every child.

The teaching team is composed of qualified and experienced teachers of different nationalities. The team enjoys an open and positive relationship with the families.

### TODDLER CLASSES

Each month the French and English teachers propose different language, musical, motor skill activities. These activities are adapted for the very little ones, from the age of two. The children will discover the world of sharing, playing, and growing together in fun and colourful classrooms. Play centres and workshops are part of their daily routine. We respect each child's biological rhythm. We accept children who are not yet potty trained and of course dummies, soft toys.

### PRESCHOOL TO KINDERGARTEN

**We offer each student a warm welcome, in a positive environment. We insure a good relationship with the group and with the adults while encouraging the discovery and blossoming of each child's intellectual, sensory and emotional dispositions.**

Classroom areas are cheerful and colourful with play corners and a variety of specialised materials (Montessori), adapted for an active pedagogy, allowing children to learn by playing.

**All the English classes have an interactive white board.**

The French and English teachers also provide the following activities through a monthly theme:

### Preschool – 3-4 year olds

- Vocabulary, language
- Development of pre-writing skills
- Pre-mathematics – Logic
- Sensorial activities / discovering the world
- Art and music (percussion)
- Development of gross motor skills

### Pre-Kindergarten (4-5 year olds) and Kindergarten (5-6 years old)

- Early stage reading and writing
- Mathematics
- Technology and science
- Art
- Music
- Sport (swimming, gymnastics etc.)

**As from age of 4 :  
Use of a phonetic methods  
For reading  
In French and English  
(Alpha and Jolly Phonics)**

The timetable is organised in the form of revolving workshops of 3-5 children, which allows the child to learn how to work independently.

### Gross Motor skill activity

The Toddlers and Preschool classes have gross motor skill activities every day. As from Pre-K level, physical education is taught by a qualified sports teacher.

### Musical activities

2/3 year olds: daily percussion activities in English

4/5 year olds: singing and piano lessons.

**Every year a new Cultural Project  
2017 / 2018 : Mythology**

### ASSESSMENT

Before each holiday, students take home their work folders. Assessments are available each trimester on-line.

## CURRICULUM OF PRIMARY CLASSES

As in our Preschool classes, class sizes are limited in order to permit more in-class individualised support.

### Syllabus in French

Reading skills and comprehension  
(Phonetic and syllabic method)

Writing

Grammar, Conjugation

Vocabulary

Lexical spelling

Grammatical spelling

Written Expression

Poetry

French Literature



### Human studies

History

Discovery of the world

### Mathematical Studies: Singapore Method

Reasoning

Method of Calculation

Geometry

The Singapore method is an active method

**Music** / Piano

**Sport:** gymnastics, swimming, athletics etc.

New

Philosophy  
workshops

### Syllabus in English

Reading

Grammar

Spelling

Oral Expression

Written Expression

Civics / Personal & Social Healthy Education



### Human studies

Geography

Art

### Science studies

Earth and the Universe

ICT (from CE2)

### -Pedestrian licence

**-A "citizen booklet" enables each child to develop:**

- His/her sense of rights, duties and responsibilities
- As well as assess his/her behaviour.

**-International tasting day**

**-International sports day**

**NEW**

**All English classes are equipped with an interactive whiteboard to enable fun and interactive lessons.**

**School Project**

**2018/2019 : Ancient civilisations**

### ASSESSMENT

**Report cards are available on-line at the end of each term.**



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## SPORT ACTIVITIES

We consider that sport is essential:

- to giving a child a good education, to taking responsibility and to becoming independent. Children learn to respect rules, each other and themselves through games. They acquire moral and social values.
- to learning about health issues by getting to know their bodies better, their strengths and weaknesses
- to understanding the importance of security, by taking controlled risks.

A physical education instructor provides a weekly sport lesson. Children benefit from a wide range of activities: athletics, basketball, hockey, gymnastics, swimming and tennis lessons given by state instructors.

## COURSES OF MUSIC

Music education enables children to develop their intellectual, sensitive and cultural awareness. Our music classes are provided by our music teacher with a weekly group course of music theory and singing followed by one-on-one piano lessons.

## INFORMATION COMMUNICATION TECHNOLOGY

At EIB ICT is used as a teaching tool, which permits students to conduct research and do exercises related to the curriculum.

In primary school, laptop computers are used in English class. Students prepare for the B2i with their teacher.

All English classes, from preschool (starting at age 2) to primary, are equipped with an interactive white board.

## AFTER SCHOOL STUDY

CP / CE1: from 5pm - 5.30pm

CE2 to CM2: from 5pm - 6pm

After school study takes place every evening except Wednesdays and the last day before school holidays.

**A parent-teacher information meeting is organised at the beginning of each school year.**

**The principal, Mrs. Pascale ROSFELDER-ALHADEFF and the Principal assistant Mrs Véronique HUMBERT are at your disposal for any additional questions.**

# ENROLMENT FORM

2019 / 2020 School Year

☐ Chicks    ☐ Squirrels    ☐ Pandas    ☐ Koalas  
☐ CP    ☐ CE1    ☐ CE2    ☐ CM1    ☐ CM2

Surname and first name of student: .....

I, the undersigned : .....

Acting as legal guardian of,.....

Chosen rate: .....

Mini Club : ☐ (Wednesdays & school holidays)

Deposit paid on: .....

I declare that I have read and agree with school rules and regulations.

Signed in Pégomas, on (date).....

**Signatures of both parents**

## EQUIVALENCE CLASS CHART NURSERY SCHOOL

FRANCE	UK/USA	AGE
Toute petite section (Chicks)	Toddlers	2
Petite section (Squirrels)	Pre-school	3
Moyenne section (Pandas)	Pre-Kindergarten	4
Grande section (Koalas)	Kindergarten	5

FRANCE	UK	USA	AGE
CP	Year 2	Grade 1	6
CE1	Year 3	Grade 2	7
CE2	Year 4	Grade 3	8
CM1	Year 5	Grade 4	9
CM2	Year 6	Grade 5	10

Along with the enrolment form, **please submit the following**

	OUI /	NON
Family book or passport	<input type="checkbox"/>	<input type="checkbox"/>
Health record booklet (vaccinations)	<input type="checkbox"/>	<input type="checkbox"/>
School record (for primary classes)	<input type="checkbox"/>	<input type="checkbox"/>
2 Photos (passport size)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of the IDs of people authorised to pick up the child	<input type="checkbox"/>	<input type="checkbox"/>
Payment of registration fees	<input type="checkbox"/>	<input type="checkbox"/>
Bank RIB and direct debit authorisation	<input type="checkbox"/>	<input type="checkbox"/>
Justification of guardianship or joint custody of child	<input type="checkbox"/>	<input type="checkbox"/>
<b>At the beginning of the school year:</b>		
Civil liability + physical damage insurance	<input type="checkbox"/>	<input type="checkbox"/>
Medical certificate certifying pupil's fitness to take part in Sport activities (primary)	<input type="checkbox"/>	<input type="checkbox"/>

☐ ☐



## MONTHLY FEES 2019-2020

Tuition fees are annual and fixed. They may nevertheless be paid in ten monthly payments before the third of each month. A 5% reduction will apply to annual school tuition paid in full in September. No deduction will be made relating to the number of school days or to the length of school holidays.

In addition, no deduction can be made to compensate for a student's absence. Only school lunch fees can be reimbursed (4 euros per meal) in the case of an absence that lasts more than a week and is justified by a doctor's note. All enrolments made by families living outside the region must be accompanied by a non-refundable deposit equivalent to three months school tuition fees.

The fees listed below include: reception from 7:30 -8:30am and from 4:20 to 6:30pm.

### PRESCHOOL CLASSES

Part time	600 €
Part time + mini-club Happyland	655 €
Part time + meals	700 €
Part time + meals + mini-club Happyland	765 €
Full-time	745 €
Full-time + meals	845 €
Full-time + mini-club Happyland	815 €
Full-time + meals + mini-club Happyland	925 €

### PRIMARY CLASSES

Full-time	745 €
Full-time + meals	845 €
Full-time + mini-club	815 €
Full-time + meals + mini-club	825 €

#### These fees include:

- Reception & Supervision from 7:30 -8:30am and from 4:20 to 6:30pm
- Snacks for the 2 & 3 year olds (Chicks & Squirrels)
- After school study
- Gross motor skills activities and sports
- Music
- Computing in Primary



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### OPTION: OCCASIONAL MINI-CLUB:

Day + meal	47 €
Meal refund (absence for more than a week)	4 €
Private tuition English or French (1 <sup>st</sup> period free of charge)	25€ / hour
Group tuition English or French	200€ per trimester
Penalty for picking up child after 6:30pm	10€ per 5 minutes

### Mini-Club

The Mini-Club is open Wednesdays and / or the school holidays except during the Christmas holidays.

### Discount

2 children: -10% off each child's tuition fees

3 children: -10% off each of the first two children's tuition fees and -15% off the third child's tuition fees.

### ENROLMENT FEES

The enrolment fees, administrative fees and school material fees, which are indicated below, cannot be refunded in any case (except the school material fees if there is a cancellation before 10th July)

Enrolment fee	350 € per family
School materials	180 €
RE-ENROLMENT FEE (school materials included)	300 €
RE-ENROLMENT FEE 2° child	250 €
RE-ENROLMENT FEE 3° child	150 €

☐ I confirm that I have read and accept all of the above conditions mentioned.

Signature of both parents, preceded by « Read and Accepted »

At Pégomas, (date) .....



## INFORMATION FILE 2019 - 2020

PICTURE

### STUDENT

Last and first names .....  
Date of birth.....  
Place of birth .....  
Sex: ☐ F ☐ M Nationality.....  
Mother tongue: ☐ French ☐ English Other .....  
Other languages spoken at home.....  
Home Address .....  
Last school attended .....  
Brothers and sister (number).....

### FATHER or GUARDIAN

Last and first names .....  
Nationality.....  
Home Address.....  
Mobile tel.....  
Profession .....  
Work address .....  
Work phone number .....  
Email address .....

### MOTHER or GUARDIAN

Last and first names .....  
Nationality.....  
Home Address .....  
Mobile tel.....  
Profession .....  
Work address .....  
Phone numbers .....  
Email address .....

Nationalities represented by the family.....

Family status: ☐ Married ☐ Divorced ☐ Separated ☐ Cohabiting ☐ Widow ☐ Single  
Parent ☐ PACS

Child's Guardian (other than parent): join written proof

Address .....

Telephone number .....

Custody arrangement: YES/ NO

Details: .....

### People to contact in case parents are not available:

Name	Name	Name
Phone number	Phone number	Phone number

People authorised to pick up the child, other than the parents, please specify any restrictions: (provide a copy of their ID)

.....  
.....

Insurance: ..... Social Security Number: .....

Signed in Pégomas, .....(date)

Signature of both parents preceded by "Read and approved"





## MEDICAL FILE

Last and first name of child: .....

Doctor's name: .....

Health conditions:.....

## AUTHORISATION IN CASE OF ILLNESS OR ACCIDENT

I, the undersigned, .....

Certify that I :

☐ have authorised Mrs Pascale ROSFELDER-ALHADEFF, or the person in charge, to take all emergency measures including hospitalisation after a doctor's consultation, in case of illness or accident.

☐ am aware of the following: in case of illness, the charges necessary for treatment of the child are the family's responsibility, the relevant documents pertaining to the charges and the medical file will be addressed to the family.

Signed in Pégomas, .....(date)

**Signature of both parents preceded by "Read and approved"**

## FIELD TRIP AUTHORISATION

I, the undersigned, .....

authorise the participation of my child in all field trips organised by the school in the framework of school and extracurricular activities.

I certify that I am also aware of the fact that the transportation of children via the school's minibus is offered by the school and that a fee may be required for transportation provided by a third party.

Signed in Pégomas.....(date)

**Signature of both parents, preceded by "Read and approved"**

## PHOTO RELEASE

I the undersigned .....

parent of : .....

Authorise the publication of photos or videos to illustrate pedagogical activities, school outings on the class blog, the school's secured website, the children's portfolios and the class photos.

**Signature of both parents, preceded by "Read and approved."**

# SCHOOL RULES AND REGULATIONS

Student's name .....

**At the time of enrolment, the following term & conditions are brought to the attention of parents and must be accepted and signed.**

## 1- ENROLMENT – ADMISSION

**IMPORTANT: Each enrolment is for the entire school year.**

### 1.1 Preschool classes

The enrolment application, along with the required accompanying documents, is to be returned to the secretary.

After examination of the application, and based on vacancies, the child will be registered.

### 1.2 Primary classes

The child's school record is required, and the certificate of removal from the registry of the previous school attended should be given to the secretary's office. After examination of the school record, the principal will inform the parents of the decision concerning the child's admission. For all changes (address, family situation, telephone number, etc.), parents should immediately inform the school and provide the substantiating documentation.

## 2- ENROLMENT FEES

The enrolment fees, administrative fees, deposit fees and school material fees, which are indicated in the annexed table, cannot be refunded, with the exception of the school material fees in case of an enrolment cancellation made before 10th July.

## 3- SCHOOL FEES

Fees for the school year are fixed.

A 5% discount is offered if the annual fees are paid before the 15 September. The fees can nevertheless be paid in ten monthly payments before the 3rd day of each month. No deduction will be made regarding to the number of school days or to the length of school holidays.

In addition, no deduction can be made to compensate for a student's absences. Only school lunch fees can be reimbursed (4 euros per meal) in the case of an absence that lasts more than a week and that is justified by a medical certificate.

## 4- TERMINATION AND SUSPENSION OF SCHOOL ATTENDANCE

Only in the case of an event that is compelling and unavoidable (death or long-term illness of the child, preventing him or her attending school, work transfer of parents, forcing them to move to another area) the absence of the student at the beginning of the school year or during the school year cannot result in a refund of fees paid.

Failure to pay one monthly payment will lead to the cancellation of the contract fifteen days after a formal notice sent by registered mail with acknowledgement of receipt is left unanswered.

Any serious misconduct or disruption of the proper functioning of the school could lead to a temporary suspension or definitive removal from the school roll.

In the case of suspension from class during the school year due to a unilateral decision taken by the school, the school will not be responsible for reimbursing enrolment fees or school fees.

A two month notice is required in case of departure from the school.

# SCHOOL LIFE

## ARRIVALS – DEPARTURES TIMES

The school is open from Monday to Friday from 7.30am to 6.30pm.

Lessons begin at 8.30am for primary classes and 9am for preschool classes.

**No late arrivals are accepted.**

**Parents cannot enter the school without authorisation and a badge.**

**School times must be respected.**

## ARRIVAL TIMES

Preschool : 7:30-9am

Primary : 7:30-8.30am

## LEAVING MORNING TIMES

Chicks/Squirrels without meal: 11.20

Chicks/Squirrels with meal: 12.00

Pandas/Koalas without meal: 12.00

Primary: 12.30

**Return: 13.40**

## DEPARTURE

Children cannot leave the school unless they are accompanied by people who regularly pick them up and who have justified their identity.

**No student can remain at school after 6.30pm.**

**Excessive lateness will be fined.**

## EVENING LEAVING TIMES

Chicks/Squirrel: from 4.20 to 6.30pm

Pandas/Koalas: from 4.30 to 6.30pm

Primary: from 4.50 to 5pm or after the study period

CP/CE1: from 5.30pm to 6.30pm

CE2, CM1, CM2: 4.50pm to 5 pm then from

6.00pm (after Study period) to 6.30pm

## MINI-CLUB TIMES

**Morning arrival time:** from 7.30 to 9am

Morning leaving time:

**2-3 year olds without lunch:** 11.20 / with lunch 12.00

**4/5 year olds and primary without lunch:** 12.00

**Evening leaving time:** from 4.20 to 6.30pm

## RECEPTION OF STUDENTS - HEALTH - HYGIENE

Children should arrive dressed suitably and in good health.

If a child is ill during the school day, the parents will be notified and he or she will be removed from class until the arrival of parents.

**No child will be accepted at school if he or she has temperature.**

Any student who needs to take medication at school must provide a doctor's prescription.

A certificate of non-contagion is required after an absence of three days or after a childhood illness.

The doctor can be called if necessary.

In the case of a serious lack of hygiene, the child may have to be sent home.

## SCHOOL MEALS

Mealtimes should be a friendly moments. Students are expected to enter the lunchroom calmly and speak at a low volume.

We provide meals and snacks in the afternoon (for chicks & squirrels). The menus are posted each week on our site [www.eibpegomas.fr](http://www.eibpegomas.fr).

Our Chef prepares daily healthy and well balanced meals.

Special diets can be catered for but on doctors' orders so you need to provide a medical certificate.

Children are not allowed to bring sweets to school.

## PERSONAL BELONGINGS

The school is not responsible for loss or damage of personal belongings. We highly recommend you to keep **all objects** of value at home and to mark all clothes with your child's name.

Toys, sweets, journals, mobile phones are not allowed at school, in order to avoid conflict.

## AFTER SCHOOL STUDY

Places are limited and parents should enrol their child at the beginning of the school year. Students must attend regularly or they will lose their place.

After School Study should take place in a calm environment; students must not bother their classmates.

Children who do not stay for after school study should leave the school between 4.50 (for CP/CE1) or 5pm (CE2, CM1, and CM2). If a child is not picked up at those times he will be automatically sent to study hall. The pickup times are as followed: 5.30 for CP/CE1 and 6pm for CE2, CM1, and CM2.

**Parents must wait until the end of study period before picking up their children.**

## PRESCHOOL CLASSES

### MATERIALS – PERSONAL ITEMS

The school provides a little bag marked with your child's name. This allows each child to organise his or her belongings on the coat rack.

**No dungarees, leotards or shoes with laces are allowed.**

For each child, please provide:

- ✓ 1 blanket or duvet for naptime (2-3 years)
- ✓ Cleansing wipes
- ✓ A smock

All items should be marked with the student's name.

Sheets for naptime and napkins will be provided and cleaned by the school.

### SMOCKS

Smocks are obligatory: each child should arrive in the morning with his or her smock on.

CHICKS yellow - SQUIRRELS red - PANDAS green - KOALAS blue

For your child's nap, do not forget to provide a dummy/pacifier and/or a stuffed toy (if your child needs one to sleep).

Dummies/Pacifiers should be stored in a plastic box.

**All items should be marked with the child's name.**

EIB offers an environment where children can express themselves freely, explore and learn to live together. The educational team prides itself on an open and positive relationship with the families.

### PARENT-TEACHER CONTACT BOOK (Cahier de vie)

A parent-teacher contact book (cahier de vie) will be taken home each Friday and returned to school on Monday morning.

### GROSS MOTOR SKILL ACTIVITY/ PHYSICAL EDUCATION

The Toddlers and Preschool classes have gross motor skill activities every day.

As from Pre-K level (age 4), physical education is taught by a qualified sports teacher and an adequate outfit is required. A timetable will be handed out.

## TIMETABLES

Class timetables will be handed out in September.

## ASSESSMENT

Your child's work will be handed out before each school holiday. The student's assessment will be given to you each trimester on line.

## PRIMARY CLASSES

At the EIB Pégomas, we make sure our students are happy and respectful towards each other.

We provide a code of good conduct, which lists the student's responsibilities and their rights so that students can apply the rules of courtesy and respect in order to "live together peacefully".

Before each school holiday, primary students fill in a self-assessment of their behaviour.

Lack of good behaviour or work habits will result in a verbal or written warning noted in the Communication book.

Following three written warnings, the child will be suspended from school for a certain length of time or given detention on Wednesday from 9 to 12pm or expelled.

This decision is taken by the Principal.

## SCHOOL MATERIAL

A list of stationery will be provided at the beginning of the school year; all books are provided by the school.

Books are to be covered at home. Parents will be fined for books that are damaged or lost.

## SPORT

A medical certificate stating aptitude to practise all sports is OBLIGATORY.

A timetable will be provided at the beginning of the school year to inform you when the sport classes will take place so that your child can come suitably dressed for sports.

## ASSESSMENT – SCHOOL WORK

Each child is assessed at the beginning of the school year and at the end of the third trimester. Work will be assessed by periodic tests. The evaluations are based on the national curriculum.

Parents are invited to frequently consult their child's work and to sign all notebooks at the end of the week.

The assessment report cards will be posted on-line at the end of each term.



## DRESS CODE

Primary students must follow the dress code. A dress code of navy blue and white is obligatory.

- Boys**
- Short/long-sleeved polos, white shirts, white T-shirt,
  - Navy blue pullover or jacket,
  - Navy blue trousers or shorts, jeans,
  - Blue tracksuit for sport,
  - Navy blue jacket, coat.
- Girls**
- Short/long-sleeved polos, white blouse, white T-shirt,
  - Navy blue pullover or jacket,
  - Navy blue skirt (normal length), navy blue trousers or shorts, jeans,
  - Blue tracksuit for sport,
  - Hair should be tied back,
  - Navy blue jacket, coat.
- Clothing with big logos and jewellery are not allowed.

## INFORMATION - COMMUNICATION

**An information meeting is held at the beginning of each school year.**

Parents are informed of methods, projects, as well as the organisation of work in each class.

Parents can keep regular contact with teachers by requesting a meeting via email or using the parent-teacher contact book.

The parent-teacher contact book assures a constant contact between the family and the school.

It should be checked and signed by parents. Students must always have it in their possession.

All important information will be communicated by email.

## DEPARTURE

Children cannot leave the school unless they are accompanied by people who regularly pick them up and who have justified their identity.

**No student can remain at school after 18.30.**

**Excessive lateness will be fined.**

## RECEPTION OF PARENTS

The principal, Mrs. Pascale ROSFELDER-ALHADEFF and Mrs Véronique Humbert are at your disposal and receive parents by appointment only.

## PROTECTION OF PERSONAL DATA

In the context of respect for private life and protection of personal data, the information concerning you and your child are subject to a treatment of confidentiality, for:

- including email adress in a mailing list
- a work platform or storage
- the placing of photos or videos online
- a register
- an audit trail
- the publication of sensitive data concerning the school canteen or health issues
- the establishment of assessments (Livreval)

The school has the obligation to transfer certain information to bodies of guardianship, by decree n°2018047.

The personal information that you give the school is subject to a treatment of confidentiality by Mr Alhadeff and her contributor Mrs HUMBERT as mentioned above.

The recipients of this data are: The limited liability company EIB, and the limited liability company Nice PE Gambetta. The length of data retention is of 5 years. You benefit of a right of access, and correction, and to give a time limit to block/erase data. You can oppose the processing of your personal data and you have the right to withdraw your consent at any given time by contacting Mrs Rosfelder- Principal of the International bilingual school "Pain d'Epice". You have the possibility of submitting a complaint to a control authority.

Signed in Pégomas .....(date)

**Signature of both parents preceded by "Read and approved"**



*Offrez un avenir international à vos enfants*