



École Française Internationale de Colombo
French International School of Colombo

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ÉTABLISSEMENT
CONVENTIONNÉ



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Agence pour
l'enseignement français
à l'étranger

INTERNAL REGULATIONS

School Year 2020-2021

The purpose of these internal regulations is to ensure the proper functioning and safety of users of the French International School of Colombo. All members of the educational community are invited to respect it and ensure that it is respected.

The enrollment of a student in EFIC implies unreserved acceptance of these regulations, voted by the School Council on November 5, 2020.

I. Registration and admission:

The EFIC aims to educate French-speaking children. Children of other nationalities are admitted as soon as the family wishes to provide their child with French-language education and access to French culture and values.

Admissions of non-French-speaking students are not made on the basis of entrance exams but of an interview with families in order to organize an education adapted to the needs of the child as far as possible and 'avoid putting the pupils in great difficulty.

Each year, the educational structure of nursery, elementary and secondary classes is established according to the number and age groups of the children enrolled.

1. Kindergarten

Children aged 3 and over on December 31 of the current year are eligible for the nursery class at EFIC.

However, it is possible to welcome a 2½ year old child within the limits of available places and the educational project implemented. In this case, a re-entry to the very small section can be considered in January of the following year. The decision to open the very small section rests with the director following consultation with the teaching team. The management committee must then validate the opening of this section.

Enrollment is recorded on presentation of a civil status card or family record book and health record certifying that the child has undergone the compulsory vaccinations for his age, the radiation certificate from the previous school and the school report. The passports of the parents and the school-going child will be required for registration. In case of divorce, a copy of the judgment stipulating the custody of the child must be provided at the time of registration.



Admission will only be final after receipt of all the initial registration fees.

The children go to school in their age group. In the event of an early transition decision, a document certifying the decision by the council of masters must be attached to the school file. No decision of early passage will be accepted without this document.

2. Elementary school and high school classes

Children over six years of age on December 31 of the current year and those who benefit from an exemption granted under article 5 of decree No. 76-1301 of December 28, 1976 must be presented to elementary school at the start of the school year.

Enrollment is recorded on presentation of a civil status card or family record book and health record certifying that the child has undergone the compulsory vaccinations for his age, the radiation certificate from the previous school and the school report.

Admission will only be final after receipt of the initial registration fee. For all other terms related to the payment of tuition fees, please refer to the institution's financial regulations.

Children are educated in their age group in the event of an early transition decision, a document certifying the decision by the council of masters must be provided in the file so that this is taken into account. No decision of early passage will be accepted without this document being provided.

II. Attendance and compulsory schooling

Students enrolled at the French International School of Colombo, must participate in all activities corresponding to their schooling, organized by the establishment and accomplish the resulting tasks.

School attendance is compulsory as soon as families take the step of enrolling them in the establishment.

1. Kindergarten

Enrolling a pupil in nursery school implies a commitment by the family to regular attendance and respect for school hours.

Children must be independent, in the face of their need for toilets, on the first day of the start of the school year.

In the event that a child is not, his re-entry may be postponed in time.

2. Elementary school and high school classes

Regular attendance at nursery school, elementary school and high school is compulsory in accordance with the school calendar and the laws and regulations in force.

This also applies to students enrolled at the CNED who, by enrolling in a school, commit to normal and regular attendance. CNED students must participate in all school activities, projects, sports lessons. Absenteeism of convenience will not be allowed.

CNED students take the college diploma (brevet) and the baccalaureate generally in Delhi. Exam fees are in addition to the annual tuition fees.

3. Timing, absences and delays

Timing

The opening hours of the establishment are:

- Monday to Thursday: 8:15 a.m. to 12 p.m., break from 12 p.m. to 1 p.m. then resumption of lessons from 1 p.m. to 2:45 p.m.
- and Friday lessons from 8:15 am to 12:15 pm.

Students are welcomed into the classroom from 8:00 a.m. to 8:15 a.m.

Exit takes place at 2:45 p.m. Monday to Thursday and at 12:15 p.m. on Friday.

CNED students start class at 8:15 a.m. every day and finish at 2:45 p.m. or 4:00 p.m. depending on the schedule set up at the start of the school year, the lunch break is from 12:00 p.m. to 1:00 p.m.

External status is authorized for 4eme and 3eme students who wish to have lunch outside.

Extra-curricular activities take place from 3:00 p.m. to 4:00 p.m.

Absences

Families are required to inform the school of any absence the same day, in the morning before 9:00 a.m. Absences are recorded every day in a register kept by the teacher.

For any absence, families must provide written proof by email. A message must be sent the same day to the secretariat (secretariatefic@gmail.com).



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Absences outside school holidays are not encouraged. However, in the case of exceptional personal convenience, a request can be made in writing to the director of the establishment.

In the event of illness, and beyond two days of absence, a medical certificate will be requested. If a student should contract a contagious disease, families are required to notify the school as soon as they become aware of it so that preventive measures can be taken for other students.

Please notify the school as soon as possible in the event of dengue fever and suspected COVID 19.

A certificate of non-contagion will be required when the student returns for severe cases.

Tardiness

Arriving late disrupt the functioning of classes and also penalize late students by depriving them of part of the lessons. Families are therefore asked to ensure that their child is punctual every morning.

All delays are recorded in a register. Pupils for whom the delay is systematic would be forced to wait until recess to enter school.

For secondary school students, a statement of absences and late arrivals will be sent to parents at the end of each period. This statement is signed by the head of the establishment.

III.School life

The life of the students and the action of the teachers are organized in such a way as to achieve the objectives set in article 1 of decree n ° 90-788 of September 6, 1990 and of decree n ° 2008- 463 of May 15, 2008 .

The teacher refrains from any behavior, gesture or word that would reflect indifference or contempt for the student or his family or which would be likely to offend the sensitivity of the children.

Students, like their families, must refrain from any behavior, gesture or word that would undermine the function or person of the teacher and / or any other staff of the establishment, and the respect due to their classmates or to the families thereof.

Likewise, students and their families must not be subject to any discrimination, in particular on the basis of race, color, sex, language, religion, national or social origin, wealth, birth or any other situation.

1. Sanctions

1. École maternelle

No sanction can be imposed. Only the isolation, under surveillance, of a temporarily difficult child for the time necessary to get him back to a behavior compatible with group life is authorized. However, when a child's behavior seriously and lastingly disrupts the functioning of the classroom and reflects an obvious maladjustment to the school environment (aggression, violent or dangerous behavior for others or for the child himself), the situation of this child must be subjected to the examination of the educational team and to a precise discussion with the family.

A decision to temporarily withdraw from school can be taken by the head of the school, after an interview with the parents. This decision will then be notified in writing and noted in the child's school record. In this case, frequent contact should be maintained between the parents and the teaching team so as to allow his reintegration into the school environment as soon as possible, or if necessary the search for a better solution for the child.

2. Elementary school and secondary classes

The goal of the teacher or teaching team is to get each student to work to the extent of their abilities. A pupil cannot be deprived of all recess as a punishment. Breaches of the internal rules of the school, and, in particular, any attack on the physical or moral integrity of other students or staff, equipment and premises will be reprimanded and, if necessary, brought to the attention of the families.

It is allowed to isolate from his comrades, momentarily and under supervision, a difficult child or whose behaviour may be dangerous for himself or for others. The pupil may also be asked to repair the damage caused, and to engage in community work.

In the case of particularly serious difficulties affecting the behaviour of the pupil in his school environment, his situation will be submitted to the examination of the educational team, provided for in article 21 of decree n ° 90-788 of September 6, 1990. In all cases, a constant dialogue should be conducted with the family of the child concerned.

2. Disciplinary Board

In the event of a serious or repeated breach of these regulations, and / or of conduct that could harm the students, staff, property or reputation of the establishment, a disciplinary council (composed according to the directives of the AEFÉ in the circular n ° 2547 dated 10/14/2011) will be assembled. The sanctions that can be imposed on students are as follows:

1. The warning;
2. The blame;
3. Temporary exclusion, which cannot exceed eight days, from the establishment;
4. Definitive exclusion from the establishment.

The first three sanctions can be imposed by the head of the establishment alone, after consulting the educational team, and meeting with the pupil concerned as well as with his parents (see the aforementioned AEFÉ circular).

IV. Use of premises - Hygiene and safety

1. Respect of premises and equipment

Users will ensure that the premises, equipment and environment of the establishment are kept clean and in good repair. Families are financially responsible for material damage committed by their children, without prejudice to any disciplinary sanctions incurred by the pupils in question. If the degradation is voluntary or results from serious negligence or an act of indiscipline, the student will be penalized.

The administration declines all responsibility concerning the theft or deterioration of personal effects that a student may have to complain about.

2. Hygiene – Health

The premises are cleaned daily and ventilation sufficient to keep them in a healthy state. The pupils are further encouraged by the teacher in the daily practice of order and hygiene.

Pupils must report to school in a state of personal hygiene compatible with community life.

Warning messages on hygiene rules should be put into practice immediately by families, in order to avoid possible contagions (lice, etc.).

Smoking is prohibited on school grounds.

3. Security- Surveillance

Safety exercises (fire and containment) take place according to the regulations in force. Safety instructions are posted in the school. The safety register is kept up to date by the head of the establishment.

Students are placed under the supervision of the establishment during statutory opening hours. After opening hours, students and their families are not allowed to stay on the premises and the playground.

Dangerous games and behaviour are prohibited on the premises (knives, lighters, etc.) Supervision of students during extra-curricular activities is entrusted to the animators of these activities and the establishment cannot be held responsible for incidents occurring during these activities.

No dangerous objects are allowed on the premises of the establishment.



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Valuables should not be brought to school. Electronic and multimedia equipment (consoles, "Game-boys", MP3, iPod, etc.) are prohibited. The contribution of small games should be limited as much as possible, in order to avoid loss or breakage.

The use by students of cell phones and other electronic devices is prohibited within the school premises.

The establishment cannot be held responsible in the event of theft or damage (clothing, various objects, etc.).

Only students with extra-curricular activities are allowed to stay in school after 3:00 p.m. They are then under the responsibility of the facilitator and the EFIC referent adult on site.

Siblings out of school cannot enter the school to wait for their families, for reasons of responsibility.

4. Assurance

School insurance is to be provided when registering for school. This insurance must stipulate that it covers the child in terms of civil liability in the event of an accident of everyday life.

The school offers insurance that families can take out when school starts. In this case, please check with the administrative and financial assistant, dafefic@gmail.com.

V.Communication between members of the school community

A meeting is organized in each class at the beginning of the year in the first weeks after the start of the school year, as well as meetings with families during the year, in particular when the school reports are handed over.

Meeting with the families: Parents can request to meet the teachers or the head of the school by requesting a meeting with them.

Display on the Notice Board

Billboards are present outside the building and are reserved for display by representatives of parents of students and the administration.

All documents must be submitted, before posting, for management approval.



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The school council will be held thrice a year and members will exercise the functions provided for by decree n ° 90-788 of September 6, 1990.

The school regulations may lay down, in addition to the regulatory provisions, other measures designed to promote liaison between parents and teachers. Thus, arrangements for informing parents or organizing visits to the establishment can be provided for.

The principal brings together the parents of the school or of a single class whenever he considers it useful.

A school record book is created for each student, it will be regularly communicated to parents for signature during the school year.

School information is sent by email. Families are asked to provide valid email addresses in order to allow the most effective communication possible.

For some information, a hard copy can be put in the children's notebook. Please check your email or your child's notebook regularly. A copy of the messages will be posted on the school in a panel provided for this purpose.

The school's accounts on social networks (Facebook, Instagram) are intended to publicize information relating to school activities, extra-curricular activities, in connection with the partners of the EFIC (Embassy of France, Alliance Française and other local schools if applicable). The Facebook page is a public page, which you can access without a specific account.

VI.Services

EFIC offers families a school catering service and extra-curricular activities. These optional services are subject to separate billing.

Families who register their child for extra-curricular activities undertake to pick up their child at the scheduled end times of the activities. The responsibility of the establishment or the activity leader cannot be engaged in the event of parental delay or outside of the legal hours of the activity (3:00 p.m. - 4:00 p.m., Monday to Thursday).

Stéphanie Guillet,
Directrice, faisant fonction de cheffe d'établissement



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Acceptance of the school regulations of the French International School of Colombo - EFIC

We, the undersigned, Madam and Mr.
undertake to respect the school regulations of the school international French from Colombo, for the school year
20 ... / 20

Signed in (city) on (date)

.....

Signature of mother or legal guardian

.....

Signature of father or legal guardian

Please return this page signed to the class teacher of your child.

Thank you!

French International School of Colombo

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www.eficolombo.com | www.instagram.com/eficolombo