

ECOLE FRANCAISE DE MELBOURNE
REGULATIONS
2005

These procedural regulations govern everyday life at the Ecole Française de Melbourne. The overall objective is for the school's administration and teaching staff to work together harmoniously with parents towards the development, the training and the education of the children.

The EFM regulations are based on the following principles in common with the French educational system:

- Political, ideological and religious secularism and neutrality.
- Tolerance and respect of other people.
- Freedom of information and expression within the framework listed in the two previous points.
- Protection against any physical or verbal aggression.

Clause 1: Reception and punctuality

EFM school days start at 8.55am and finish at 3.30pm from Monday to Friday.

In the morning, the parents leave their child(ren) with their respective teachers who take them in their custody. At 3.30pm, children are either to go with their parents (or legal custodians), or to the after school care program (enrolment form to be filled). In any case, the family has to inform the teacher beforehand about their choice.

Children must arrive in class on time, given that punctuality is one of the most basic rules of community life. A late pupil has to introduce himself/herself at the Caulfield Junior College reception desk and he/she will be given a late notice that will grant him/her access to the class. In case of an absence, the family has to inform the school as soon as possible. When the child returns to school, he/she has to present an explanatory note that needs to be written and signed by his/her parent or legal custodian.

Clause 2 : Regular attendance control and responsibility

Pupils are responsible for regularly attending classes and strictly observing class timetable. This applies to both compulsory and optional classes for which the students are enrolled (English as Second Language ESL, history, or sciences classes). These pupils' obligations apply throughout the school year. Pupils also must come to class with the required materials. Teachers are responsible for their pupils from the beginning to the end of the class times and are not to allow early departure (except with exceptional authorisation)

Clause 3 : Acquisition and control of knowledge and homework

The teachers are responsible for the whole of the school activities. Parents have the duty to make sure that the set homework is done daily. School reports to parents are done twice a year -at the end of Term 2 and Term 4. Parents must sign and return them to the teachers in a timely fashion

Clause 4 : School equipment and supplies

At the start of the year, families should ensure that new school books are covered and protected with transparent plastic.

A list of required materials will be forwarded to each pupil at the beginning of the year. Parents must ensure, at the beginning of each term, that the pupil has all necessary materials required for both class work and daily homework.

Clause 5: Discipline

In case of an incident within a French class and/or for any pupil whose attitudes and actions are harmful to the school community, the procedure will be as follows:

- 1- During class times, the offending pupil will be sent to another French class
- 2- Outside class times (extra-curricular activities, science or history classes), the offending pupil will be sent to the after school care facilities at his/her parents' costs.
- 3- In case of the repetition of an offence, the pupil will be subject to the relevant CJC disciplinary procedure.

Clause 6 : Internet facilities and usage

The use of the internet at school is strictly limited to educational purposes - research work, gathering information on a specific topic, or work projects defined by the teacher(s).

Pupils are specifically not allowed to use the internet to:

- communicate personal details
- copy, download, play or buy computer games or programs
- access or modify data belonging to someone else
- access or circulate data carrying any xenophobic, obscene or dangerous content

Clause 7 : Relation between family and school

At the beginning of the year, the teachers of the French Section organise a welcome and information meeting for each level.

The correspondence notebook provided by the French school to each pupil is the on-going instrument of communication between the teacher and the pupil's family.

The committee members of the French School are available to answer parents' questions on school matters other than educational issues which should be discussed with the relevant teachers. A prior appointment with a committee member needs to be made through the EFM secretary.

Clause 8 : Health

- In case of medication: at all times, students should not be in possession of medicine they could accidentally take or even "lend". Those have to given to the staff member in charge of sick bay where, together with a copy of the prescription, they will be kept securely. Parents are responsible for letting know the school about any medication that would present a risk or other issues in case of an emergency procedure.
- In case of a contagious disease: parents should not send their child to school. All situations of a contagious disease must be made known to the teacher as soon as detected. A medical written certificate must be provided. It will be the teacher's responsibility to immediately advise the rest of CJC staff.

Clause 9 : School fees and parents duty

The Ecole Française de Melbourne is a not-for-profit association run by a committee that provides its services free-of-charge. The school fees are by far the main source of income for the school to pay its expenses, of which the largest is to pay the teaching staff. It is essential that the school is able to pay the teachers' wages in a timely manner. Therefore it is also essential that parents pay school, fees as and when they are due.

School fees are payable in four installments at the beginning of each term and must be paid on reception of the invoice. Every term started by the student is payable in full.

Each parent is individually an active member of the association that manages the school. He/she has the responsibility to participate in all its activities, to be represented or to vote at each general meeting. The latter happens once a year.

Finally, it is the parents' duty to inform the school if their child(ren) is/are leaving the school permanently. A school certificate and a balance of accounts will be delivered.

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I,.....
 Child relation:.....
 Child full name:.....

have read and acknowledged the above French School of Melbourne procedural regulations, and agree to abide by them.

Signature.....Date.....