

LIVRET D'ACCUEIL A L'ECOLE

FRANÇAIS/ANGLAIS

RECEPTION BOOKLET for SCHOOL

Ce livret est destiné aux élèves nouvellement arrivés en France et à leurs parents

This booklet has been made for pupils who have just arrived in France and for their parents.

Education is secular, free and compulsory for all of the children residing on the French territory and aged between 6 and 16. Education is a right. It is also an obligation. This is why your child must go to school *regularly*.

In accordance with the provisions of article L.141-5-1 of the education code, “the wearing of symbols or clothes by which pupils ostensibly demonstrate membership of a religion is prohibited.” If a pupil is unaware of this prohibition, the headmaster or headmistress calls a meeting of the educational staff (cf. article 21 of decree no. 90.788 of 06/09/1990) in order to organise a dialogue with the pupil and his or her family.

This work has been carried out jointly by the officer in charge of welcoming children who have recently arrived in France and the L'Ain education authority's department of social action designed to help pupils.

PRIMARY SCHOOL

School is nondenominational, free and compulsory for all children aged 6 to 16 residing in France.

Families also have a big part to play in success at school. The earlier you send your child to school and the more regular his or her attendance, the better he or she will do.

At the age of 2, he or she can start nursery school (subject to places being available) and if he or she is toilet-trained. At the age of 6 he or she will start primary school. Primary school prepares children for secondary school.

At the age of 11, he or she will start secondary school where he or she will spend four years (6th, 5th, 4th, 3rd)

1. How school works

Primary school	“Cours moyen” 2 nd year (C.M.2)	Cycle 3
	“Cours moyen” 1 st year (C.M.1)	
Primary school	“Cours élémentaire” 2 nd year (C.E.2)	Cycle 2
	“Cours élémentaire” 1 st year (C.E.1)	
	“Cours préparatoire” (age 6-7) (C.P.)	
Nursery school	“Grande section” (age 5-6) (G.S.)	Cycle 1
	“Moyenne section” (age 3-5) (M.S.)	
	“Petite section” (age 2-3) (P.S.)	
	“Tout Petits” (age 2 months to 3 years) (T.P.)	

School is organised into three cycles: cycle 1, cycle 2 and cycle 3. A cycle lasts for an average of 3 years but it can also last for 2 or 4 years, depending on the child’s progress.

The council of teachers decides when a child moves from one cycle to the next. If the parents disagree with this decision they can appeal to the *Inspecteur d’Académie* (LEA Inspector).

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2. Admission and registration

Nursery school

Nursery school takes children aged from 2 to 6 (subject to places being available). Your child will be able to go to school even if he or she does not speak French. Please ask the headmaster (or headmistress) of your local school for information.

Primary school

To register your school at primary school please ask the headmaster of your local school for information. You will need to present your family booklet to establish the identities of the child's parents. In some cases you may need to provide a legal certificate relating to any exception from joint parental authority and a health booklet (to check vaccinations).

3. Attendance and compulsory schooling

Nursery school

Nursery school is a place where your child spends 3 or 4 years learning French, getting involved in numerous activities designed to help him develop in all areas and getting used to life in a group, as well as preparing to start primary school.

To start with you can accompany him as far as the classroom and help him or her get settled in. You can ask to meet his or her teacher whenever you wish. It is a good idea to do this regularly.

At the end of the half-day, children will only be handed over to a responsible person designated in writing by the parents and who has been introduced to the teacher and to the headmaster (or headmistress).

Registering a child at nursery school means that the family makes a commitment to ensure good attendance so that the child's personality can develop, thus preparing him or her for the education he or she will receive at primary school. Each difficulty will be examined by the teachers' board which may suggest a specific taking-over. Absence of regular attendance may call the schooling into question

Primary school

School is a right. Education is an obligation. So the child must attend school regularly. Life at school is organised on the basis of specific rules. You will be given a copy of these rules and your child must follow them (class times, travelling to and from school, etc.)

The teachers' board decides which class the pupil will attend. If your child arrived in France without speaking French, he/she will be registered in a class that corresponds with his/her age and his/her school level and he/she can receive help from an IRC (integrated remedial classes) teacher to learn the French language. If your child meets specific difficulties, the school will look with you for the best fitting solution

An additional individualized assistance may be given to your child, for two hours a week and besides the class hours. The class teacher proposes so and this happens in very small groups. This is the personalized assistance to pupils plan.

You can talk to your child's teacher whenever you wish.

If your child is going to be away from school, you must inform the school by telephone and when the child returns he or she must have a note from his or her parents. If your child is ill you must keep him or her at home and, when he or she returns, provide him or her with a medical certificate or a note from his or her parents.

Class times and how school time is organised

Coming to school

School is open from

Pupils may not arrive later than or except in unforeseen circumstances.

Pupils may only enter school through

Leaving school

At the end of the day's classes, at, pupils are taken to the school gate and they are then their parents' responsibility.

The teacher will give you the dates of school holidays at the start of the year.

4. School activities

All the school activities contribute to the child's development and are compulsory

The school has the following: (to be completed by each school)

➤ a *Bibliothèque Centre Documentaire* (B.C.D. – Library and Document Centre),

➤ a computer room,

➤ a gymnasium,

Appropriate clothing (sports shoes and practical clothes) must be worn for physical and sports activities.

Pupils in the class go to the swimming pool in order to learn to swim. This activity requires the following clothing: a swimming costume, a bath towel, a bathing cap and a bar of soap. This activity is compulsory. Only a doctor may temporarily exempt a pupil from physical activity.

Depending on class plans, pupils may be involved in: sailing, kayaking, golf, climbing, skiing, wrestling, cultural activities (etc.)

There may be transplanted classes in which case the class spends a number of days at a centre for various activities and explores a new environment. Notice of any trips is always given in writing and parents must sign to give their consent.

5. Additional services

Miscellaneous services : (to be completed by each school)

➤ there are various lunchtime activities

➤ there are various after-school activities

➤ a reception is held at the school in the morning

➤ after-school classes

➤ the school's refectory is open on Mondays, Tuesdays, Thursdays and Friday when there are classes.

➤ classes in Turkish, Moroccan, etc. are held at the school.

6. For further information...

The school plan

Each school has a school project. For information on the school project please contact the director.

Guidance

At the end of CM2 pupils go to secondary school.

Practical information for parents

Communication with families

Parents are sent the dates of meetings in writing.

Families are also provided with a school report on the pupil 3 times a year. This takes stock of the skills learned, those which the pupil is currently learning and those which he or she still needs to learn. Families (parents, children) have an opportunity to say what they think about the pupil's work. If you have any questions or concerns about your child's schooling please do not hesitate to make an appointment to see the teacher.

The school board

Parents are elected to the school board every year in mid-October. Foreign parents have the same rights as French parents.

Make-up of the school board: the headmaster, the parents' elected representatives, the mayor, the Departmental Education Official, the school's teachers, the staff who are involved with the children (in a consultative capacity).

The school board meets once every term.

The school board votes on the school rules. It gives its opinion on the school's material and financial conditions of operation, the conditions

involving the integration of disabled pupils, school meals, how the school week and timetable are organised, extracurricular activities, the safety of the children, any questions relevant to school life, the organising of additional educational activities, the use of school facilities. It is informed about the make-up of classes, the choice of teaching materials, the conditions for meetings between teachers and parents.

The school rules

The teacher will provide you with a copy.

If there is an accident

On the first day of the school year, all parents are asked to state, in writing, where they (or, where applicable, someone who can look after the child) can be reached if their child suffers an accident.

Even if the injury does not appear to be serious, the parents are informed as soon as possible, and by the time that the pupil comes out of school at the latest. If a responsible person cannot be reached and if the accident does appear to be serious, the fire brigade are called to take the child to hospital. Whenever possible he or she is accompanied by a teacher.

Insurance

You will be asked for civil liability insurance when you register your child – this is compulsory.

If your child goes on school trips you will need to take out additional insurance.

Please ask the headmaster for more precise information about this.

Useful addresses

Education Department Induction unit for new arrivals in the Department of L'Ain C.R.I. (*Cours de Rattrapages Intégrés - Integrated Remedial Class*)

5, rue La Fontaine

01000 Bourg-en-Bresse

☎: 04 74 21 99 54 (by appointment)

ce.ia01-enaf@ac-lyon.fr

Dispositif d'Accueil pour les Primo-Arrivants Scolarisables sur Oyonnax (DIAPASO - Scheme for helping school age children who have recently arrived in the Oyonnax region)

Collège Jean Rostand

5, rue Marcel Gaget Marchon

01100 Arbent

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